

MOC-FLOYD VALLEY COMMUNITY SCHOOLS

MOC-Floyd Valley Elementary Handbook 2023-2024

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 MOC-Floyd Valley 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 MOC-Floyd Valley Elementary Staff

MOC-FLOYD VALLEY ELEMENTAY SCHOOL FACULTY

Mrs. Marcia De Graaf – Principal TK-2
Mr. Mike Landhuis – Principal 3-5
Ms. Jackie Olson – School Counselor
Mrs. Rebecca Mangold – School Counselor
Mrs. Leah Pennings – Transitional Kindergarten
Mrs. Kari Wieking – Transitional Kindergarten
Mrs. Brittany Aalbers - Kindergarten
Mrs. Emily De Jong – Kindergarten
Mrs. Danielle Kleinhesselink – Kindergarten
Mrs. Becky Riskedahl- Kindergarten
Mrs. Lori Scholtens – Kindergarten
Mrs. Wendy Van Roekel – Kindergarten
Mrs. Kelli Boersma – First Grade
Ms. Christina Konz – First Grade
Mrs. Tracey Nothem – First Grade
Mrs. Maria Simmelink - First Grade
Ms. Erin Peters – First Grade
Mrs. Jennifer Van Es – First Grade
Mrs. Lisa Bunkers – Second Grade
Mrs. Renee Guthmiller – Second Grade
Mrs. Marissa Maassen – Second Grade
Mrs. Reba Marra – Second Grade
Mrs. Jennifer Van Wyk – Second Grade
Mr. Nathan Fischer - Third Grade
Mrs. Jennifer Hegstad - Third Grade
Mrs. Heather Hofmeyer – Third Grade
Mrs. Gina Paulsen - Third Grade
Mrs. Jill Van Wyk – Third Grade
Ms. Elaine Vander Broek – Third Grade

Mr. Brady Aalbers – Fourth Grade
Mrs. Katie Doughan – Fourth Grade
Mrs. Rachel Honken – Fourth Grade
Mr. Chris Lang – Fourth Grade
Mr. Shannon Puttmann – Fourth Grade
Mr. Peter De Jong – Fifth Grade
Mrs. Sarah Krull – Fifth Grade
Mrs. Stephanie Schwebach – Fifth Grade
Mr. Brent Sampson – Fifth Grade
Mr. Todd TeGrotenhuis – Fifth Grade
Mrs. Tonya Huss – Special Ed
Mrs. Billie Diekevers – Special Ed
Mrs. Andrea Rau – Special Ed
Mrs. Sandy Woudstra – Special Ed
Mrs. Banj De Jong – Title 1 Reading
Mrs. Kayla List – Title 1 Reading/Transitional Kindergarten
Mrs. Kristen Puttmann – Literacy Coach
Mrs. Cecilia Salazar - ESL
Alisa Weg – Media Specialist
Mrs. Becca Bauman - PE
Mrs. Kate Boersma - PE
Mrs. Pam Andersen - Music
Mrs. Sharon Foughty – Music
Mrs. Amy Sharar - Art
Mrs. Sheryl Grotenhuis – Instrumental Music
Mrs. Laura Haverdink - Strings
Mrs. Karina Nonnemacher – Nurse
Mrs. Miranda Fahrenbruch-Special Ed.

SUPPORT STAFF

Mrs. Jen Schipper – Secretary
Mrs. Cathy Van Es – Secretary
Mr. Jeff Kleinhesselink - Custodian
Mr. Douglas Kleen – Custodian
Mrs. Bria Den Hartog – Office/Lunch Associate
Mrs. Nicole Beltman – Educational Aide
Mrs. Brenda Blankers – Educational Aide
Mrs. Val Boggs – Educational Aide
Mrs. Crystal Bowlsby – Educational Aide
Mrs. Sheila Harp - Educational Aide
Mrs. Margie Kamstra - Educational Aide
Ms. Lisa Kleinhesselink - Educational Aide
Ms. Raegan Krommendyk – Educational Aide
Mrs. Becky Maasdam - Educational Aide
Mrs. Heidi Meerdink - Educational Aide
Mrs. Kristi Meyer – Educational Aide
Mrs. Amber Keunen-Educational Aide

Mrs. Sydney Minar - Educational Aide
Mrs. Karen Owens – Educational Aide
Mrs. Mary Beth Reuvers – Educational Aide
Mrs. Pam Schmit – Educational Aide
Mrs. Diane Van Wyk – Educational Aide
Mrs. Andrea Westra – Educational Aide
Mrs. Jane Kuiken – Library Aide
Mrs. Flori Boersma – Maker Space Aide
Mrs. Lisa Palsma – Maker Space Aide
Mrs. Steph Pottebaum – Food Service Director
Mrs. Marcia Cleveringa – Cook
Mrs. Heather Katt – Cook
Mrs. Dawn Huisman – Cook
Mrs. Lisa Jasper – Cook
Mrs. Brenda Oolman – Cook
Mrs. Kelsey Owens – Cook
Mrs. Eulalia Ruiz-Delgado - Cook

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 AM 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 (712)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 South main entrance door. Students arriving late due to an appointment or students who are tardy need to sign in at the office. 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 South main 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 South main 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 and Class DOJO. 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 600 students as quickly as possible.

The School Day

The school day begins at 8:10 AM and ends at 3:15 PM.

Student drop off:

- 1. This does not start until 7:50 AM. Do not drop off students prior to 7:50 AM as there is no adult supervision until then. If you need to get to work earlier than that you need to use one of the in-town bus stops which pick up students earlier than 7:50 AM.**
- 2. We will only utilize the right lane only for drop off. The left lane is only for cars leaving after dropping off their child.**
- 3. Once the vehicles in front of you have dropped off their students and left, please pull forward in the right lane. DO NOT use the left lane to move further up in the line. The left lane is ONLY for those vehicles that have already dropped off students.**

4. All students need to exit the right side of the vehicle for safety purposes.
5. When you get to one of the drop off spaces your child needs to be ready to exit the vehicle quickly.
6. If you need to come into the building with your child, you must park in the parking lot and walk your student to the building using the designated crosswalk. The parking lot is not to be used to simply drop-off your student.

Student pick up:

1. Each family wishing to utilize the school pickup lanes after school will be given 2 copies of a number tag that will need to be placed on your rear-view mirror. Each family will be given only 2 copies of these tags. If you have someone else picking up your child, they need to have one of the tags in their car.
2. We will only use the right lane for pick-up. The left lane is only for those vehicles who have picked up their child already and are leaving.
3. Please have your child use the right side of the car to enter your vehicle as the left lane will have cars leaving.
4. Once the vehicles in front of you have picked up their students and left, please pull forward in the right lane. DO NOT use the left lane to move further up in the line. The left lane is ONLY for those vehicles that have already picked up students.
5. The parking lot is only to be used if you have to enter the building. Please use the designated crosswalk. Students are not to be picked up in the parking lot.

To and From School

If your child is to go home in a way different than normal, you must use the Curb Smart app that notifies us of your change before 2 pm on Mondays-Thursdays and by noon on Fridays. **Please do not call the school office to have us get a message to your child about where to go after school except in case of an emergency.**

Bus Safety Rules

- Pupils must be seated while the bus is in motion
- Hands, arms, or heads may not extend through the bus window
- 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. If it is necessary again, 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 on the school website).

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

mattery 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 Karina Nonnemacher 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 or any shirt that exposes the mid-drift. Any staff member that feels a student's dress is inappropriate will contact the principal who will decide the issue. The school may provide a different pair of shorts or shirt that the student can wear or 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 winter 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.

Cellphone Usage

Cell phones are not to be used during the school day or on the school bus. Students needing to contact their parents can call them before or after the school day. Watches that allow students to talk are considered the same as cellphones and fall under the same guidelines.

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, poison, 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 lunch is provided in the cafeteria. Parents are allowed to come eat with their child once a school year as a special treat for birthdays or any other day if your child has a summer birthday. We ask that parents contact the office before 9 AM that morning so we can notify the kitchen staff.

Breakfast is served daily in the students' classroom. 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.

Hearing Screenings

TK-3 students receive vision 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 remember only prepackaged food is to be brought into the building. 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.

Enrollment Fees

An enrollment 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.

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 20 – Report Cards home with students
- December 22 – 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, iPads and other electronic devices, run the risk of being broken or stolen while at school so please leave them home.

Emergency Drills

Periodically the school holds emergency fire and tornado 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.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held this fall on Thursday, October 26th and Monday, October 30th. 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.

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 must be returned to the library. Damaged or lost books must be replaced.

Students will be charged a \$15.00 fee for each lost/damaged book.

Anti-Bullying-Harassment Policy

The MOC-Floyd Valley Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an

objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to 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.
 - "Volunteer" means an individual who has regular, significant contact with students.

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, Family & Consumer Sciences, Industrial Arts, Vocation Agriculture

It is the policy of the 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 district's Equity Coordinator, Russ Adams, Superintendent, 709 8th St SE, Orange City, IA 51041, 712-737-4873, radams@mocfv.org.

Policy: Continuous Notice of Non-Discrimination

CODE NO. 102.E2

It is the policy of the 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 district's Equity Coordinator, Russ Adams, Superintendent, 709 8th St SE, Orange City, IA 51041, 712-737-4873, radams@mocfv.org.

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 Liz Koenig 712-737-4871. 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.