



Elementary  
Parent/Student Handbook  
2024-2025

MOC-Floyd Valley Community School District

## Welcome

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.

## MOC-Floyd Valley Community School District

709 8<sup>th</sup> St SE, PO Box 257, Orange City, IA 51041

[www.mocfv.org](http://www.mocfv.org)

Phone: 712-737-4873 Fax: 712

## MOC-Floyd Valley Elementary School

1701 14<sup>th</sup> St SE, Orange City, IA 51041

Phone: 712-737-4873

### Board of Education

President: Shane Jager

Vice-President: Amy Kleinhesselink

Christine Koerselman

John Fernstrum

Mere Reyes

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### Administration

Superintendent: Mike Mulder

Secretary: Rachel Duesenberg

Board Secretary: Kim Dykstra

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### Elementary Principals

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Mike Landhuis (3rd-5th)

Secretary: Ali Adame

Secretary: Cathy Van Es

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Activities Director: Mitch Aalbers

Transportation Director: John Van Wyk

Food Services Director: Stephanie Pottebaum

Technology Coordinator: Ryan Noteboom

Communications Director: Jack Bonnacroy

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# MOC-Floyd Valley Elementary School Faculty

Mr. Taylor Stichka – Principal TK-2  
Mr. Mike Landhuis – Principal 3-5

Ms. Jackie Olson – School Counselor  
Mrs. Jillian Klingenberg – 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. Lori Scholtens – Kindergarten  
Mrs. Wendy Van Roekel – Kindergarten

Mrs. Kelli Boersma – First Grade  
Mrs. Kayla List- First Grade  
Mrs. Tracey Nothem – First Grade  
Ms. Erin Peters – First Grade  
Mrs. Becky Riskedahl – First Grade  
Mrs. Maria Simmelink - 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 Es-Second Grade  
Mrs. Jennifer Van Wyk – Second Grade

Mrs. Jennifer Hegstad - Third Grade  
Mrs. Heather Hofmeyer – Third Grade  
Ms. Christina Konz - Third Grade  
Mrs. Nicky Lopez – Third Grade  
Mrs. Gina Paulsen - Third Grade  
Ms. Elaine Vander Broek – Third Grade

Mrs. Ali Adame– Secretary  
Mrs. Cathy Van Es – Secretary

Mr. Jeff Kleinhesselink - Custodian  
Mr. Douglas Kleen – Custodian

Mrs. Bria Den Hartog – Office/Lunch Associate

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. Brenda Oolman – Cook  
Mrs. Kelsey Owens – Cook  
Mrs. Eulalia Ruiz-Delgado – Cook  
Mrs. Kim Holbach-Cook

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  
Mr. Nate Fischer-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. Miranda Fahrenbruch-Special Ed.  
Mr. Matt Dahl – Special Ed  
Mrs. Tammy Bonnema – Special Ed  
Ms. Sierra Stamer – Special Ed  
Mrs. Banj De Jong – Title 1 Reading  
Mrs. Brittany Tews – Title 1 Reading/Transitional Kindergarten  
Mrs. Amanda Van Kley-GOALS

Mrs. Kristen Puttmann – Literacy Coach/Title I  
Mrs. Cecilia Salazar – ESL  
Ms. Carlee Reyna-ESL  
Alisa Weg – Media Specialist

Mrs. Becca Bauman - PE  
Mrs. Kate Boersma – PE

Mrs. Pam Anderson - Music  
Mrs. Sharon Foughty – Music  
Mrs. Amy Sharar - Art  
Mrs. Sheryl Grotenhuis – Instrumental Music  
Mrs. Laura Haverdink – Strings  
Mrs. Karina Nonnemacher – Nurse

## SUPPORT STAFF

Mr. Abel Almanza - Educational Aide  
Ms. Danielle Beltman – Educational Aide  
Mrs. Nicole Beltman – Educational Aide  
Mrs. Brenda Blankers – Educational Aide  
Mrs. Val Boggs – Educational Aide  
Mrs. Crystal Bowsby – Educational Aide  
Ms. Kendra Cax-Barrios – Educational Aide  
Mrs. Sara Gebhard- Educational Aide  
Mrs. Nancy Jansen – Educational Aide  
Mrs. Sheri Kelderman-Educational Aide  
Ms. Lisa Kleinhesselink - Educational Aide  
Mrs. Jane Kuiken- Educational Aide  
Mrs. Becky Maasdam - Educational Aide  
Mrs. Heidi Meerdink - Educational Aide  
Mrs. Kristi Meyer – Educational Aide  
Mrs. Sydney Minar - Educational Aide  
Mrs. Pam Schmit – Educational Aide  
Mrs. Cheryl Scholten-Educational Aide  
Mrs. Dee Van Dyk -Educational Aide  
Mrs. Dianne Van Wyk – Educational Aide  
Mrs. Andrea Westra – Educational Aide  
Mrs. Andrea Vanden Brink-Educational Aide

## Equal Education Opportunity

### *School Board Policy 102*

The MOC-Floyd Valley Community School District does 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. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator, Mike Mulder, Superintendent, 709 8th St SE, Orange City, IA 51041, 712-737-4873, [mmulder@mocfv.org](mailto:mmulder@mocfv.org).

## Annual Policy of Non-discrimination

### *School Board Policy 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 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 district's Equity Coordinator, Mike Mulder, Superintendent, 709 8th St SE, Orange City, IA 51041, 712-737-4873, [mmulder@mocfv.org](mailto:mmulder@mocfv.org).

## Continuous Notice of Non-discrimination

### *School Board Policy 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 district's Equity Coordinator, Mike Mulder, Superintendent, 709 8th St SE, Orange City, IA 51041, 712-737-4873, [mmulder@mocfv.org](mailto:mmulder@mocfv.org).

## Handbook Information

### 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 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 an event or an activity, or whether they are held on or off school grounds.

### Introduction/Jurisdictional Statement

This Parent/Student Handbook is provided to you and all other parents and students of the MOC-Floyd Valley Community School District. Its purpose is not to cover everything, but to provide information and serve as a

resource so that questions about the rules and the regulations of the school district can be answered. Although it is relatively lengthy, please understand that much of the material contained herein is necessary due to state and federal laws and court decisions.

The Board of Education of the school district has approved this Parent /Student Handbook and can add or delete any or all sections of it at any time they deem necessary. Therefore, this handbook is a guide and may not contain all policies in effect.

In this book are policies, not hard and fast rules that cover the many curricular and co-curricular activities that our school provides. These policies are reviewed by the administration, staff, Superintendent, and School Board and updated annually. Please read over the district's policies and if there is a conflict please bring it to our attention before it affects any student.

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, employees, students and guests with respect and courtesy.

This handbook and school district policies are in effect while students are on school grounds, school district property or property within the jurisdiction of the school district, school-owned and/or school-operated buses or vehicles, 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. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for more information.

## District Statements of Purpose

### Mission Statement

Fostering learning, excellence, & civic responsibility! MOC-Floyd Valley is committed to establishing learning and discovery experiences, both inside and outside the classroom, that enable our students to achieve their greatest potential. By engaging in challenging academics, diverse educational environments, and dynamic extra-curricular activities, students are empowered to develop deep knowledge and strong character that will equip them as they navigate life's challenges and become active, responsible citizens.

### 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
- **EFFORT** – 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 honest and high moral character.
- **CREATIVITY** - We will foster a safe learning environment where creative thinking and positive risk-taking are valued and nurtured.

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## Abuse and Harassment of Students by Employees

### *School Board Policy 402.3*

The school district does not tolerate employees 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.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits, submission to or rejection of the conduct is used as the basis for academic decisions affecting that student, or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

## Anti-Bullying/Anti-Harassment

### *School Board Policy 104*

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. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

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.

## Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in board policy 104, exhibit 1. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment, or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

## Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The building principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

## Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## Arrival/Departure Times

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.

## Attendance Policy

### *School Board Policy 501.3*

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. Students who are absent ten percent or more of the number of school days so far are considered chronically absent according to state law which means once a student reaches 9 days of being absent in a semester or 18 days for the year they are reported to the state as being chronically absent. Parents/guardians of a student who has a rate of 15% absenteeism may be required to meet with the building principal of their designee to develop a plan to improve attendance. Once a student reaches an absenteeism rate of 20% the case may be automatically referred to the County Attorney for a charge of truancy against the parents/guardians. 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.

## 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.

## Bus Information

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct.

The MOC-Floyd Valley Community School District Board of Education has authorized the use of video cameras on the district's school buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperons are to follow the school district policies, rules, and regulations for student violations.

### 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.

## Bus Misconduct

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.

## Transportation Changes

If your child is to go home in a way different than normal, you must notify the school 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.**

## 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.

## 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.

## Corporal Punishment, Restraint, and Seclusion of Students

School Board Policy 503.6

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint against any student. Certain actions by school employees are not considered corporal punishment. School employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons.

State law also places limits on school employees' abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child's parent. District employees will receive [Iowa State Law 281, Chapter 103](#) training on physical restraint and seclusion prior to using these behavior interventions with students.

## Dangerous Weapons

### School Board Policy 502.6

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be confiscated from students and others who bring them onto the school district property and will be reported to the parents of students found to possess them. Students bringing a dangerous weapon to school or knowingly possessing a dangerous weapon shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion be modified for a student on a case-by-case basis. A “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

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.

## Discipline

### School Board Policy 503.1 & 503.08

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs. Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student. Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

## Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator as soon as is reasonable and within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher’s report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4). An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4). A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures

appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

### Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

### Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

### Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

### Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

### Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;  
any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or  
intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).





Escalating Responses by Grade Band  
 Grades PK-2

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses may include any of the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> <li>• Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to the incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s).</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## Grades 3-5

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that may include the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> <li>• Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident may include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## Discrimination and Harassment Based on Sex Prohibited (Title IX)

### School Board Policy 106

In accordance with Title IX of the Education Amendments Act of 1972, the MOC-Floyd Valley Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Larissa Thorne, 709 8th St SE, Orange City, IA 51041, 712-737-4873, [lthorne@rvclass.org](mailto:lthorne@rvclass.org).

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

## Dissemination of Student Information

### School Board Policy 506.2

The following is considered directory information and may be released to the public and at the request of military recruiters: Name, address and phone number, date of birth, height and weight, dates of attendance, major study area, honor roll, activities, and awards received. Any student or parent/guardian not wanting this information released must fill out the form provided at registration or declare so in writing to the principal. This must be done every year at the start of the school year.

## Dress Code

### School Board Policy 502.1

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.

## 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.

## 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.

## Entering & 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.

### Visitors & Guests

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.

## Fee Waiver & Reduction Procedures

### School Board Policy 503.3

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full or partial waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria. Students whose families meet the income guidelines for free and reduced-price meals under the Child Nutrition program, Family Investment Program (FIP), Supplemental Security Income (SSI), or transportation assistance under open enrollment, who are in foster care, or are homeless are eligible to have their student fees waived or partially waived. Application forms are provided at registration, or at the district offices. Applications may be made at any time but must be renewed annually.

## Field Trips

### School Board Policy 606.5

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

Field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend. Absences in other classes or school activities due to attendance on field trips are considered excused absences.

During field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperons, and guides with respect and courtesy. Students are not to possess cell phones or other electronic

devices used for communication purposes while participating on field trips or other school excursions. If circumstances require that the student be contacted in case of an emergency, the sponsoring adult must be informed. The sponsor will then make the necessary arrangements by which the student can be contacted.

Field trips shall have the approval of the building principal in advance of the trip. Consent of the pupils' parents is required in advance of any excursion involving the use of public or private transportation services. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their instructor.

## Food Service

### School Board Policy 701.1

The school district operates a breakfast and lunch program. The school nutrition program includes meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items. Hot meals (pizza, etc.) from other sources are not to be brought in unless permission has been granted by the office. Pop is not allowed during the school day, unless granted special permission. Permission is normally granted for special occasions that are rare or unique.

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.

## Health

### Communicable and Infectious Diseases

#### School Board Policy 507.3

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk of transmission of the illness or other harm to the students or the employees. The term "communicable disease" means an infectious or contagious disease spread from person to person, as defined by the State Department of Health. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. The health risk to an immune-depressed student attending school shall be determined by their personal physician.

The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case by case review/study by public health officials. Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the student and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student's continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health may be notified.

## Illness & Injury

### School Board Policy 507.4

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.

## 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

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 appropriate forms located on the school's website.

## Hearing Screenings

TK-3 students receive vision hearing screenings early in the year. If there are any concerns, you will be notified.

## Homeless Students

School Board Policy 501.16

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.

## Human Growth & Development

School Board Policy 603.5

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.



The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

## 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.**

## 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.

## Interrogations of Students by Outside Agencies

School Board Policy 502.9

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.

## Library

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.

## Multicultural/Gender Fair Education

School Board Policy 603.4

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

## 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 11<sup>th</sup> and 12th. Your child will bring home a slip of paper with your scheduled time on it prior to conference time.

## Personal Property

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.

## 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.

## Recording Devices

The MOC-Floyd Valley Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

## 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:

November 1 – Report Cards home with students

December 20 – Report Cards home with students

March 14- Report Cards home with students

Last day of school – Report Cards home with students

# Safety

## 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.

## Hazardous Chemicals Right to Know

Every school district has been required since 1986 to have a written program, addressing components related to the use and storage of hazardous chemicals. These components are used to raise the public awareness of workers, employees and students about hazardous chemicals in the workplace, and for emergency response personnel in an emergency. All areas where hazardous chemicals are stored are posted with signs which will indicate the type of hazard that is present. These signs are diamond shaped with four different colored divisions, each division representing a particular hazard. A number (0-4) placed within each of the divisions indicates the degree of the hazard. The higher the number the greater the hazard. The following is an example of a sign, which explains each division.



## Student Educational Records (FERPA)

### School Board Policy 506.1

Accurate records shall be maintained for all students attending the MOC-Floyd Valley Community School District. Records of a student shall be reasonably accessible to parents and/or legal guardians of that student or to the student if of legal age. Student records shall remain confidential. The following procedures relating to confidential records have been adopted by the MOC-Floyd Valley Board of Education:

1. Parents and eligible students are informed through written materials or verbal conveyance.
2. Consent forms are provided for the parent's or eligible student's signature.
3. Cumulative and confidential records are maintained under the direction of the principals and counselors.
4. No material disclosing personally identifiable information will be released without parent's or eligible student's consent.
5. A log shall be maintained to record verified disclosures.
6. Parents or eligible students have the right to request amendment of records through a records hearing held with the principal and counselor.

The Family Educational Rights and Privacy Act (FERPA) may afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

## String Music Lessons/Orchestra

Our school offers a wide variety of activities that you and your child can choose to participate in. One of them is learning to play a string instrument and perform with the school orchestra. Beginning in 3rd grade, your child can choose an instrument (violin, viola, cello, or string bass) to learn to play. Each student will receive a 1-on-1 lesson for 13 minutes once each 6-day cycle. Instruments are available for rent from area music stores or the school. When students reach page 39 in their lesson book, they can join the elementary orchestra. That group rehearses before school on Day 1 and performs at Christmas time and at a May concert with the 5th grade choir and band.

## Student Lockers

School Board Policies 502.5 & 502.8

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.

## Transferring into or Out of the MOC-FV CSD

School Board Policies 501.6 & 501.7

The school district automatically transfers a student's records to a new school district upon receipt of a written request. Parents notified that records have been sent are given an opportunity to view the student's records and have a right to a hearing to challenge its content. Parental consent is not necessary to forward a student's records or for the school district to request them from a student's previous school district. When a new student transfers into the school district, their records are requested by the office.