

MOC-FLOYD VALLEY  
MIDDLE SCHOOL  
2025 – 2026



1104 5<sup>th</sup> Ave.  
Alton, IA 51003  
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Larry Carlson, Principal

## Introduction

This handbook is given to all students and can be found on the school webpage. It is also for parent reference. Please keep this in a place where you can refer to it as needed. Use of this handbook may help avoid any misunderstandings of policies here at the Middle School. In addition to this handbook, there will be other information that will be sent home as needed throughout the year.

This handbook has been reviewed by the MOC-Floyd Valley School Board, and its policies align with district policy. MOC-Floyd Valley Community School District policies referred to in the handbook may be found in full on the district's website: [www.mocfv.org](http://www.mocfv.org).

Middle School is a transition time between elementary and high school. We will do our best job possible to build on the foundation that was laid at the elementary level and prepare the students with the necessary skills and experiences to prepare them for future success at the high school level. Academics, activities, social-emotional, leadership, and character education will all be a part of the educational experience at the Middle School. We encourage students to try new things during this time and explore areas that peak their interests. The staff at the Middle School are great educators with a passion for working with this age group and understand the many dynamics that go into educating, communicating, and working with students between 11-15 years old. If you ever have any questions about your child or the educational activities at the school please feel free to contact their teacher or the building principal. Email addresses for our staff can be found on the Middle School webpage under Staff Directory. A list of teachers is below:

### **6<sup>th</sup> Grade**

Mr. Joel Boersma	Math
Mrs. Tracy Jacobsma	English
Mr. Preston Hoebelheinrich	Science
Mr. Drew Nonnemacher	Social Studies
Mrs. Diane TeGrotenhuis	Literature

### **7<sup>th</sup> Grade**

Mr. Brady Baker	Math
Mrs. Lily Hughes	Literature
Mrs. Linda VanRegenmorter	English
Mrs. Abby VandeKieft	Science
Mr. Blake Wicking	Social Studies

### **8<sup>th</sup> Grade**

Mrs. Jill Hoppe	Literature
	Science
Mr. Jon Mouw	Math
Mrs. Beth Oolman	English
Mrs. Kelly Phelan	Social Studies

### **Shared Teachers**

Mrs. Caprice Buchholtz	Special Education
Mrs. Becky Sloan	General Music
Mrs. Laura Haverdink	Orchestra
Mrs. Becky Sloan	Vocal Music
Mr. Drew Lemke	Instrumental Music
Mrs. Lisa Purdy-Ciesielski	Special Education
Mr. Tom Rupp	Physical Education
Ms. Lakia Eilts	Art
Mrs. Amanda Van Kley	TAG / Computer Science
Mr. Beau Koerselman	Special Education
Mrs. Heather Warntjes	Special Education
Mrs. Sarah Wrather	ELL

### **Guidance Counselors**

Mr. Scott Starkweather  
Mrs. Jordyn Kooima

### **Office Staff**

Mrs. Tamie Van Es	Building Secretary
Mrs. Allison Adams	Office Associate
Amber Vermeer	MTSS Instructional Coach
Larry Carlson	Principal

### **Three Main Expectations at the Middle School**

1. Do Your Best (Commit to Action)
2. Do What's Right
3. Treat Others How You Want to be Treated

### **Statement of Purposes of our Middle School are as follows:**

- To create a positive atmosphere for learning for all students.
- To help each student feel that they are a worthwhile person.
- To help each student feel that they are capable of being successful.
- To develop students' abilities and interests.
- To provide students with a healthy atmosphere in which to grow mentally, physically, emotionally, and socially.
- To provide a cultural background in the fields of music, art, and literature.
- To provide students an equal opportunity for achievement in every area of education.
- To help students discover themselves and strive to achieve their highest potential.

Let's have a great 2025-26 school year!

# MOC-FLOYD VALLEY COMMUNITY SCHOOL DISTRICT

## **BELIEF STATEMENTS**

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

### **CARING**

We will show 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 honesty and high moral character.

### **CREATIVITY**

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

## **DISTRICT MISSION STATEMENT**

Fostering learning, excellence, and civic responsibility

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## **DIVERSITY STATEMENT**

The Board of Directors recognizes its obligation and duty to provide an educational program equally available to all young people of the School District. The Board of Directors believes that all children should have the opportunity to be educated to the full extent of their abilities, aptitudes, capabilities, and interest through a program that recognizes and provides for individual differences of all children of the School District. Innovation and change, based upon thorough research, study, deliberation, and evaluation should be encouraged.

It is the policy of the MOC-Floyd Valley Community School District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles opened to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce the stereotyping and to eliminate bias of sex, race, ethnicity, marital status, religion and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, non-sexist society

## **NON-DISCRIMINATION POLICY**

### **Policy: Annual Notice of Non-Discrimination**

CODE NO. 102.E1

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

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

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mike Mulder, Superintendent & Equity Coordinator, MOC-Floyd Valley District Office, 709 8<sup>th</sup> St. S. E., Orange City, IA 51041, (712) 737-4873, [mmulder@mocfv.org](mailto:mmulder@mocfv.org).

### **Policy: Continuous Notice of Non-Discrimination**

CODE NO. 102.E2

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

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mike Mulder, Superintendent & Equity Coordinator, MOC-Floyd Valley District Office, 709 8<sup>th</sup> St. S. E., Orange City, IA 51041, (712) 737-4873, [mmulder@mocfv.org](mailto:mmulder@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

### **HOMELESS CHILDREN OR YOUTH OF SCHOOL AGE**

The District shall make reasonable efforts to identify homeless children and youth within the District, shall encourage their enrollment in school, shall eliminate existing barriers in district policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as is provided to other children and youth. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Mike Landhuis, OC Elementary Principal, 712-737-4606.

#### **Definitions:**

*"Homeless children and youth"* means individuals from age three through age 21 who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Children and youth who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- Migratory children who qualify as homeless because they are living in circumstances described in this definition.

**ACADEMIC PROGRESS REPORTS** - Student progress will be recorded and sent home in the student planner books twice each quarter (approx. every three weeks). Students are responsible to have their planner signed by a parent or guardian after each Student Planner check (twice each quarter). ***Updated current student grades are available on the Infinite Campus Parent Portal.*** Parents can request access to this by contacting the Tech Department at 712-737-4871.

**ACADEMIC SUPPORT & SERVICES** – Based on student skills and needed supports, academic supports will be provided to students. This could look like the following: before or after school time with the instructor, additional instruction in Reading and Math during the school day (MTSS, RtI, WIN time), Social-Emotional groups, Lunch bunch and other small groups, Secondary Reading class, Directed Study (for missed homework, test retakes, etc), Behavior Plans, Check-in Check-out program, Health Plans, 504 Plans, ELL and Special Education services. Data from assessments as well as teacher observation will be used when determining students needing additional supports. In most cases, parents will be notified of their student's participation with these services.

**ACCIDENT AND ILLNESS AT SCHOOL** – At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as an alternate person in the event that the parents are not able to be reached. Parents must notify the office if the information on the emergency form changes during the school year. A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. In the case of a 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. **No child is sent home until prior arrangements have been made.**

**ACTIVITY NIGHTS** - Middle School Students will have two planned Activity Nights (Fall and Spring Party Nights). All school rules and policies apply to our students during Activity Nights. These Activity Nights are for MOC-FV Middle School students only. 6th Grade Students will not participate in the dancing area for the Fall Party Night, however they will be allowed in the dancing area for the Spring Party Night. Other activity nights may be scheduled periodically, with school rules and policies applied to these activities.

**AFTER SCHOOL** – No student should be in the building after 3:45pm (1:45pm on early release days) unless they are under the direct supervision of a teacher or coach.

**ANTI-BULLYING & HARASSMENT (Code 104)**- Harassment, bullying, and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. Incidents of bullying and harassment should be reported to a staff member. Incidents will be investigated. A copy of this policy will be printed later on in this handbook.

**ASSEMBLIES** – At all assemblies, students are to sit in their assigned sections, with their STAR group. PBIS expectations for assemblies are in effect and will be taught to students. Assemblies will occur throughout the year and are used to promote the culture and climate of the school as well as to inspire, inform, and educate our students.

**ATTENDANCE** ***A key ingredient to student success is regular attendance.*** An **excuse** from home is needed for **every** absence. A phone call that day (before 9:00 AM, 756-4128) or a written note is accepted. After a student has returned to school, they have two (2) days to meet this requirement. Failure to meet this requirement will result in an **unexcused** absence. Assignment sheets with the student's makeup work will be available in the office and on the school website [www.mocfv.org](http://www.mocfv.org) in the Middle School link, before noon of the missed day, or can be picked up the next day in the office. **Students will have the number of days absent plus one day to complete their makeup work** (Ex. If a student is sick for two days, they will have three days to complete their makeup work) The office will contact you by phone when your child is absent and the school has not been notified.

The following is a list of excused absences:

1. Death in the family
2. Serious illness in the family
3. Medical or dental appointments that cannot be scheduled outside the normal school day
4. Work at home
5. Family vacation

We understand that situations arise that cannot be helped. Please keep absences to a minimum.

All other reasons for absences, including no contact from home to school, are considered **"UNEXCUSED"**. Unexcused absences may result in disciplinary action, including detention or suspension. Attendance plans may be developed for students consistently tardy or absent.

When a student knows they will be absent from school, we ask that a note **stating the reason for the absence** is sent to the office 2 or 3 days prior to the student being gone, so the student can arrange to make up all/most work before the absence. It is the responsibility of the student to contact their teachers in these cases. **Anytime students leave the building or come in the building late, they must sign in or out in the MS Office.**

**BAGS, BOOKS & SUPPLIES** - Each year a book fee is charged to each pupil, which covers the cost of all books needed and most supplies that are provided by the school. Each student is responsible for the books issued to them. Book covers of some sort are required for all textbooks. Book fines are levied at the end of each year when excessive abuse of books has taken place. Book bags may be used during the school day, pending principal approval. Bags with PE/athletic clothes may be stored in the student locker, PE locker, or on the shelves outside of the locker room. A suggested list of student supplies is posted on the school webpage and will be sent out to parents.

**BAND, CHOIR, & ORCHESTRA** - A student who elects to participate in Band, Choir, and/or Orchestra may only drop that class at the end of the semester or during the first cycle (6 days) of 1<sup>st</sup> or 2<sup>nd</sup> semester. The student will need written parent permission to add or drop any of these courses. Student participation in large group band/orchestra may depend on their level of proficiency in their instrument. Students will be provided a lesson during a cycle. The times for these lessons will be determined by the teacher and communicated to the student. Concert attire will consist of dark pants and a white shirt.

**BATHROOM USE** -Everyone should try to use the bathrooms between classes. If this might cause a student to be late, it is suggested that they report to class first and tell the instructor that is where they are going. Bathroom use during class will be allowed, and a hall pass will be needed.

**BEFORE SCHOOL** - Students will be allowed to enter the building at 8:00 am. During the colder times of the year, students will be allowed to stand inside the building on the North side, or the entry way in the front of the school. Students are expected to stay on the carpeted area while they wait. Students may go to the locker rooms and music room with permission. Students needing to eat breakfast will be allowed to enter the building through the North doors. Breakfast service begins at 7:45 am.

#### **BELL SCHEDULE –**

## **MIDDLE SCHOOL SCHEDULES**

### **2025-2026**

<b>REGULAR SCHEDULE</b>		<b>2 HOUR LATE START</b>		<b>2 HOUR EARLY OUT</b>	
<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>
8:10-8:50	1	10:10-10:35	1	8:10-8:35	1
8:52-8:57	Homeroom	10:37-10:42	Homeroom	8:37-8:42	Homeroom
9:00-9:39	2	10:45-11:09	2	8:45-9:09	2
9:42-10:22	3	11:12-11:37	4	9:12-9:37	3
10:25-11:05	4	11:37-12:02	<b>6 Lunch</b>	9:40-10:05	4
11:05-11:30	<b>6 Lunch</b>	12:02-12:27	<b>7 Lunch</b>	10:08-10:33	5
11:30-11:55	<b>7 Lunch</b>	12:27-12:52	<b>8 Lunch</b>	10:36-11:01	6
11:55-12:20	<b>8 Lunch</b>	12:55-1:20	3	11:01-11:26	<b>6 Lunch</b>
12:23-1:03	5	1:23-1:48	5	11:26-11:51	<b>7 Lunch</b>
1:06-1:46	6	1:51-2:16	6	11:51-12:16	<b>8 Lunch</b>
1:49-2:29	7	2:19-2:44	7	12:19-12:44	7
2:32-3:12	8	2:47-3:12	8	12:47-1:12	8

*\*8<sup>th</sup> grade students will still have 1<sup>st</sup> period exploratory classes at the High School on late start mornings \**

**BICYCLES, MOPEDS, VEHICLES** - Students riding bicycles, scooters, etc. to school need to keep them in the bike racks during the school day. The bike racks are located on the NW corner of the building. Bikes, skateboards, scooters, etc. should not be used on school property during the school day. Bikes, scooters, etc should not be left in the rack overnight or over the weekend. Students driving mopeds or vehicles to school need to complete a form and have it on file in the office. Students will

park mopeds and vehicles in the Southwest parking lot during the school day. Students may not drive the vehicle back and forth to the high school after exploratory class; instead, they will use the school shuttle bus.

**BOARD APPROVAL** - All rules and regulations in this handbook are an extension of board policy and have been approved by the Board of Education.

**BREAKFAST PROGRAM** – All students may participate in the breakfast program. This will run at the elementary, middle, and high schools. Breakfast at the Middle School will start at 7:45 am. The cost for breakfast is \$1.50 for a student, and can be reduced if they qualify for assistance. Students eating breakfast in the morning need to stay in the cafeteria until 8:00am and will need to be completed with their breakfast when the warning bell rings at 8:07am. Students are expected to follow the PBIS expectations for the Cafeteria and clean up after themselves when they are finished. Breakfast **will not** be served on late start mornings.

**BUS INFORMATION** - A safe, orderly, and respectful environment for everyone is the expectation on the school bus. Whenever students are riding a school bus, whether on a regular route each day or on a field trip, they are responsible for following these rules. Parents are asked to reinforce good bus riding habits so that the driver may direct his or her attention to the surrounding traffic and to safe loading and unloading procedures.

1. To ensure safety, the driver must be totally in charge. Students must respond promptly when instructions are given.
2. Students are asked to be quiet when the bus stops at railroad tracks.
3. Animals, oversized objects, glass containers, or any inappropriate materials (i.e. tobacco and related material, alcohol, and other prohibited items) are not allowed on the bus, as designated by School Board Policy.
4. Students must observe classroom and school-wide expectations as covered by the Student Handbook. Ordinary conversation is permitted. Horseplay, unruly behavior, fighting, abusive and obscene language or gestures are unacceptable. Kicking, hitting, pushing, spitting, yelling or screaming, littering, or other inappropriate behaviors are forbidden on the bus, just as they are at school or on the school grounds.
5. Students must keep feet, backpacks, book bags, and other items within the seating areas at all times. As much as possible, the aisles and stairwell must be clear of items and objects at all times.
6. All body parts must be kept inside the bus window at all times.
7. Students must remain seated in the same seat until they are dropped off at their bus stops. Moving about the bus while it is in motion is unsafe and unacceptable. A student must move out of a seat promptly if requested to do so by the driver or monitor.
8. Students will use the emergency door only in cases of emergency.
9. Students, or their families, will be financially responsible for any damage caused to the bus.
10. Regular schedules must be observed. The bus will not wait for tardy students. Students must be at the bus stop 5 minutes before the scheduled pick-up time.
11. Students should get on and off the bus only at their designated stops.
12. Failure to follow these rules may result in a range of consequences up to and including suspension from transportation.

**Note: Cameras have been installed and are utilized to maintain order and safety on our buses.**

**ACTIVITY BUSES** – Busing will be provided to the different attendance centers after practices and away games/meets. Students will need a note sent to the principal or an email from a parent if they are planning to ride home with a parent/designee after away games. Students will be required to arrange for their own transportation after home events.



**CANDY, GUM, ETC.** – The expectation is no chewing gum or candy/mint eating in the Middle School. This begins as soon as you enter the building in the morning and ends at the end of the regular school day. Exceptions may be made in the event of a class party, celebration, etc. Cough drops will be allowed, in moderation, and students are expected to pick up wrappers and dispose of them properly.

**CELL PHONES, I-PODS, CAMERAS, and other PERSONAL ELECTRONIC DEVICES** –Cell phones, I-Pods, cameras, and other personal electronic devices can be both educational tools and distractions from learning. It is important that we recognize both and manage this balance in a responsible manner. To that end, all students will be expected to follow the guidelines below:

- Cell phones, I-Pods, cameras, and other personal electronic devices should be turned off and kept out of sight during the school day (8:10 – 3:12). **Devices need to be turned off and left in lockers, backpacks, etc. during the school day. Cell phones should not be on the student during the school day.**
- Teachers may allow the use of these electronic devices for specific educational purposes within their classrooms. Express permission must be given by the teacher in charge of the classroom.
- ***Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times.*** Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.
- We encourage parents to have regular conversations regarding the risk of content available via smartphones. Including, the use of cell phones to harass and/or bully other students.

**CHANGE IN PHONE, EMAIL, ADDRESS** – Students/parents are asked to update their phone numbers, email, and address on Infinite Campus when information changes. Written changes can also be brought to the office for entry into Infinite Campus.

**CHARACTER EDUCATION/SOCIAL-EMOTIONAL LEARNING** – As a part of the holistic development of our students, the Middle School will implement Character Education and Social Emotional Learning programs. The purpose of these programs is to get students to understand how their behavior and choices play a major part in their learning and life. Good character is a goal for all students at MOC-Floyd Valley. Social-Emotional Learning programs will be used to teach the following to our students: leadership, self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. Character education and SEL will be infused into the curriculum and will be covered during STAR time over the lunch hour.

**CHEATING & PLAGARISM** – Students are expected to do their own work. Cheating by providing information to other students, looking at another student's schoolwork, copying others' work, copying from other sources including electronic and technological sources, or similar forms of cheating is prohibited. Cheating incidents will be investigated. Discipline may include a failing grade or partial credit for a specific assignment.

**CHURCH NIGHT** - Wednesday night has been designated as "Church Night". Middle School activities will not be scheduled on that evening and all activities will end by 5:15 PM.

**CIVIL RIGHTS** - 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 policies. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mike Mulder, Superintendent, 709 8<sup>th</sup> St SE, Orange City, IA 51041 712-737-4873, [mmulder@mocfv.org](mailto:mmulder@mocfv.org).

**CLASS INCENTIVES** – The faculty and staff at the Middle School have high expectations for all students. Being accountable for their academics and behavior is very important. Student participation in special activities will result from good academic and behavioral choices. Limited participation may result from failure to meet academic and/or behavioral expectations. The activities are determined by the grade-level teams and are reviewed on an annual basis.

**CONFERENCES** – Student-led conferences will be held twice a year. Teachers will contact you with times to sign up for these conferences. Parent/guardian attendance is necessary for these conferences to be as successful as possible.

## **COURSE OFFERINGS**

The following are required and optional classes for each grade level:

<b>6TH GRADE</b>	<b>7TH GRADE</b>	<b>8TH GRADE</b>
<b>REQUIRED CLASSES</b>	<b>REQUIRED CLASSES</b>	<b>REQUIRED CLASSES</b>
Math	Math	Math (Pre-Algebra or Algebra 1)
Literature	Literature	Literature
Science	Science	Science
Social Studies	Social Studies	Social Studies
English	English	English
Physical Education	Physical Education	Physical Education
General Music	Health/Family Education	Guidance&Careers / Fin. Literacy
Health	Technology Skills	Family & Consumer Ed./Health
Computer Science	Careers/Consumer Education	Industrial Technology
Guidance/Careers/Cons. Ed.	Computer Science	Computer Science
Media Skills/Digital Learning	Leadership/Guidance	Agriculture
Challenge	Art	Art
Art		
<b>OPTIONAL CLASSES</b>	<b>OPTIONAL CLASSES</b>	<b>OPTIONAL CLASSES</b>
Chorus	Chorus	Chorus
Band & Orchestra	Band & Orchestra	Band & Orchestra

Students have the opportunity to sign up for optional classes during the first cycle of days each semester (6 school days). Students may drop an optional class with no penalty during the first cycle of days (6 school days) of 1<sup>st</sup> semester or 2<sup>nd</sup> semester. Students will not be able to drop an optional class in the middle of the semester.

**DETENTION** – Although not preferred, detentions are sometimes used to support a disciplinary situation. Detentions are served with the teacher who assigned them. You are to serve it that day or the next unless other arrangements are made with the teacher. Detentions from Mr. Yaw will be served within two days and may be served during either of the two designated times 7:15-8:00 am or 3:12-4:00 pm.

**DISCIPLINE POLICY** – Creating a safe learning environment for staff and students is the number one priority for MOC-Floyd Valley Middle School. Students have the right to be respected and are expected to respect all other students and staff. Discipline does not necessarily mean punishment. Discipline does mean the changing of attitudes and behaviors that lead the student to respect the policies and procedures of the school. Our expectations for our school are based on our PBIS expectations: Do Your Best, Do What's Right & Treat Others How You Want to be Treated. Students not meeting these expectations will be re-taught the expectations by a staff member. In situations where expectations continue to not be met, the principal may assign consequences for the student to help support the student socially and emotionally with the goal being desired behaviors. Parents will be notified of what occurred and any consequences assigned. The building principal always maintains the right to determine the level of consequence, regardless of the offense, depending on the severity of the offense. Discipline may include, student conference, lunch hour detention, before or after school detention, in-school suspension, out-of-school suspension, and recommendation to the school board for expulsion.

**DISPLAYS OF AFFECTION** – Middle School students should not be involved in Public Displays of Affection (PDA) at school, school activities, or on the bus. This includes prolonged embraces, kissing, or other inappropriate physical contact.

**DRESS AND APPEARANCE** - We take great pride in the appearance of our school and our students. Students will be allowed to choose their own styles and dress as long as it is appropriate for a learning environment. The dress code will include; no headwear, no mid-rift shirts, sleeveless shirts must have a wide band that covers all undergarments, and no caps or hoods should be worn during the school day. If the stomach or lower back show when in a normal stance, the shirt is considered inappropriate. Length of shorts and skirts should be mid-thigh to support no undergarments or "backside" skin showing. Pajamas and slippers are not appropriate attire for school (unless for a Spirit Week Dress Day). Jeans with "rips" in them should not have rips above the mid-thigh point that would expose student skin or undergarments. Clothing advertising alcoholic symbols, weapons, illegal substances, gang affiliation items, negative behavior phrases or obscene messages are not considered in good taste for a learning environment. Students who violate the dress guidelines will be expected to change. Clothing will be provided if necessary. Repeated violations will result in disciplinary action.

**EMERGENCY DRILLS & EVACUATION** – Fire, Tornado, and other emergency drills will be conducted throughout the school year. Students will be taught the procedures for each of the drills and we will practice them as a group. Students will need to listen to their teacher during these drills so we can be efficient and effective while conducting these. Students may need to exit the building for these drills. Students will be required to stay on school grounds while conducting these drills.

**Fire Drill** – Students will quickly exit the building according to staff direction. Students and staff will gather on the Activity grass located on the east side of the building.

**Tornado Drill** – Students will quickly report to their “area” according to staff direction. 6<sup>th</sup> & 7<sup>th</sup> graders will be in the locker rooms located across from the New Gym. 8<sup>th</sup> graders will report to the interior rooms of the lower level.

**EXTRA-CURRICULAR ELIGIBILITY** - A student needs to be in attendance the **last four periods** of the day to participate in extra-curricular or co-curricular activities. Scheduled appointments are an exception if the student is gone only 2 periods or less and the office has been notified. Other reasons for absences and participation will be determined by the building principal. Students are encouraged to maintain high expectations for behavior and academics in the classroom. Students may be ruled ineligible due to poor academic performance or as a result of behavior referrals to the office. Eligibility will be determined by the student's grade level team, athletic director and/or principal. Each student will be judged on their own merits. Our school teams may not participate on outside of school teams in a "like" sport. As an example, this means that during our basketball season, our students may not participate on an AAU, IBL or any other basketball team.

**EXTRA/CO-CURRICULAR ACTIVITIES** - Middle School students will have a variety of activities that they will have an opportunity to participate in. The activities are as follows:

VOLLEYBALL	TRACK	CHORUS
FOOTBALL	BASEBALL	ORCHESTRA
CROSS COUNTRY	SOFTBALL	TAG PROGRAM
BASKETBALL	BAND	SOCCER
WRESTLING	JAZZ BAND	GOLF

The school district will support each activity through the district/regional or local level. Students may participate in activities beyond these levels with the support/sponsorship of parents.

**FIELD TRIPS** – Each year the Middle School students will take a field trip. The location, activity, and date of these trips will vary. Information will be sent home in advance of the trip. Students are subject to all school rules during these activities.

**FORMS** –The handbook and parent/student forms can be found on the MOC-Floyd Valley Middle School webpage.

**FUNDRAISERS** – Each year the Middle School conducts one fundraiser for the student activity account. This fundraiser provides funds for the PBIS incentive program, field trips, activity nights, and other items for students. Participation in this fundraiser is highly encouraged. Information will be sent to parents prior to the start of the fundraiser. Fundraisers for other activities may occur, but need to be approved by the school board.

**GOOD CONDUCT RULE** - The Good Conduct Rule applies to all students who wish to participate in extra-curricular activities. This is embodied in board policy. A copy of the MOC-Floyd Valley Community School District Good Conduct Rule Policy is printed later in this handbook.

**GRADING** – Our grading for Core Classes is on an A-B-C-D-F scale. Exploratory classes will be graded on a Pass-Fail scale. The grading scale is:

100-93	A	82-80	B-	69-67	D+
92-90	A-	79-77	C+	66-63	D
89-87	B+	76-73	C	62-60	D-
86-83	B	72-70	C-	59-0	F

**GUIDANCE PROGRAM** – The Guidance Counselor is here to help students get the most from their school experience. If students have concerns, either personal or school related, it's nice to have someone to talk them over with. The guidance counselor is available to talk with all students and parents, and will work with small groups and classrooms. Students should get a pass to go to the guidance office.

**HALL PASSES** – Hall passes are needed by all students when they are in the halls during class time. Student passes will be written by a staff member.

**HONOR ROLL** - . Each quarter an Honor Roll will be posted for students in 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade. Students who earn a 3.00 and above will be named to the Honor Roll. An Improvement Honor Roll will be posted for those students who improve their GPA 2/10(.2) following quarters 2, 3, and 4. Courses used in figuring GPA are Math, Science, Social Studies, Literature and English.

**LOCKERS** - The office will assign each student a book locker to use for the year and they are responsible for the condition of locker at the end of the year. Any damage to the locker is to be reported **immediately** to the office. Fines will be assessed for damaged lockers. These lockers are for essential school items. Food and drink can be stored but not opened in the locker. **A student is not to change lockers during the school year.** A student can put a padlock on their locker and give the office the combination or extra key, otherwise student lockers remain unlocked. Computers should not be stored in these lockers overnight. Student lockers are subject to search at any time.

**LOCKER ROOMS** - Our locker rooms are for the storage of Athletic Team clothes only. Physical Education clothes should be kept in a bag in your book locker or on the shelf in the locker room hallway. All other items are to be stored in their proper place at school. Locks for PE lockers are available upon request.

**LOST & FOUND** – There is a lost and found table located in the cafeteria. When a student has lost something, this would be a good place to look. Students should put their name on items. All money, property, or personal items of value are always the sole responsibility of the individual student. The school will not assume liability for any personal items lost, stolen or damaged. Money or items of value may be left in the office during the school day or should be kept in a secure location. We will investigate incidents of theft.

**LUNCHROOM** - A complete meal is provided at noon in the Cafeteria. The cost is \$2.30 per meal for students. Breakfast is also served each morning at a cost of \$1.50. Students are issued an ID card to be scanned at lunch and to check out materials from the library. Students may also enter their student ID number at lunch instead of using the ID card. Parents must put a minimum of \$25.00 at a time into the account. Students are notified 3 days before their account reaches zero. **NO CREDIT CAN BE GIVEN.** District policy does not allow students to carry a negative account balance for school meals. We cannot accept cash in the lunch line. Students need to bring their money to the office by 10:30 AM so their account can be credited before lunch. The Middle School offers extra servings (\$.50 - \$1.00) and several ala carte items (\$.50 - \$1.00). These items are also your expense if on free or reduced lunch. Students will not be allowed to take these items unless their account will cover lunch and the extras.

### **MEDIA CENTER**

1. Books may be checked out for a period of two weeks and renewed for an additional two weeks. Old issues of magazines and vertical files may be checked out for a period of two weeks. Encyclopedias may be checked out overnight only.
2. Students who wish to use AV EQUIPMENT for presentations must reserve this equipment through the media center.
3. Students who have overdue materials will not be allowed to check out books until those materials are returned.
4. Check with the Media Specialist or supervising teacher before printing in the computer lab.
5. Students that have damaged or lost library books will be charged for their repair or replacement.

**NO SCHOOL & LATE START ANNOUNCEMENTS** – If school is going to be cancelled for the day, start late, or dismiss early the announcement will be made in the following ways: via email/text notification from Infinite Campus, through Twitter & Facebook, on the MOC-FV webpage ([www.mocfv.org](http://www.mocfv.org)) on the TV (KIMT) and through local radio stations such as: KSOU 93.9FM – SIOUX CENTER, KIWA 105.5 FM – SHELTON, KLEM 99.5 FM, 1410 AM – LEMARS. Every attempt will be made to communicate these closures with you as soon as possible.

**NURSES & MEDICATION** – The service of the nurse is for the student's health, not a diagnosis. The nurse will send a student home if she/he becomes ill at school. The nurse or a building secretary will contact the student's parents in the event of an illness/injury. All medication should be stored in the nurse's office. The nurse or designee will administer medication to students during the school day. The school will need to have permission from parents prior to administering prescription medication (on the health form). Tylenol/Advil should not be kept in student lockers. Students may have their inhaler with them, if needed. Students needing a health plan should contact the school nurse to get one set up.

**PHYSICALS & WAIVERS** – Each student participating in an interscholastic sport will need to have an updated physical on file as well as an insurance waiver and concussion form. Students may not participate in any practice until these completed forms are on file in the Middle School Office.

**POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)** – The student behavior expectations are guided by our implementation of PBIS. The PBIS system works by identifying desired behaviors, posting them, explicitly teaching the desired behaviors and positively acknowledging when we see the behavior occur. Students will be taught these expectations, in their location, during a “bootcamp” time at the beginning of each semester, and the expectations will be reviewed and acknowledged on a regular basis throughout the year. PBIS tickets are given to students when an adult sees and acknowledges the student doing the desired behaviors. Tickets are turned in and used in a drawing for prizes and activities throughout the year. The focus of this system is to acknowledge the good behaviors that we are seeing from our students.

Students that have minor violations of school rules may receive a “minor”. Minors may include tardy to class, coming unprepared to class, minor classroom disruptions, and other behaviors that slightly disrupt the instruction in the classroom. Students that have major violations of school rules will receive an Office Discipline Referral (ODR) (otherwise known as a “major”). Majors may include severe insubordination, physical aggression, severe profanity, etc. that would significantly disrupt the learning environment in the classroom or causes a substantial disruption to the school environment. Students receiving three “minors” in the classroom for the same infraction, or five total, will receive an Office Discipline Referral so the behavior can be corrected. Minors and Majors are recorded for each student. Minors are “cleared” at the end of each quarter.

The Three Main Expectations of the Middle School are: ***Do Your Best, Do What’s Right & Treat Others How You Want to be Treated.***

The PBIS Matrix is on the back of each student planner and posted throughout the school.

**POSTING OF INFORMATION** – All items, posted in the hallways need to be approved by the office before being hung or distributed. Announcements for the bulletin also need to be approved by the office.

**REPORT CARDS** – Report cards will be sent home with students at the end of the first three quarters of school. Report Cards will be mailed home after the fourth quarter. These report cards should be received within ten days of the end of the quarter.

**RESTRAINT AND PHYSICAL FORCE** – Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the District Policy. Restraint should not cause serious or permanent harm.

**SCHOOL COMPUTERS** – Students will be provided with a school device to use. Parents will have a choice to leave the device at school or to allow the student to take the device home. The student is ultimately responsible for the school-issued device. In addition, they are responsible for their actions with the device and while on the internet. School devices are to be used for **school purposes only**. The use of school computers and the internet is a privilege and should be handled appropriately. Should the guidelines be violated, privileges may be revoked. More information can be found the 1:1 Device Handbook.

**SCHOOL PERMIT** – Middle School students with a valid school permit may drive to school. Once students reach the school, they are to park in the southwest parking lot. Students may choose to park at the high school (in the event that they start the day with a high school exploratory class) but will be required to use the school shuttle buses during the school day. Students driving to school will need to have a completed school permit form on file in the Middle School Office.

**SCHOOL PICTURES** – School pictures are taken once a year, typically in the Fall. A makeup date is used for students that were gone on this day. Pictures may be purchased by the parent/guardian. The picture is used for the class composite. Students are asked to dress appropriately for the pictures.

**SEARCH & SEIZURE** – School personnel may search a student, student lockers, desks or other work areas in order to maintain order and discipline in the schools, to promote the educational environment, and/or to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband material that causes substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

**SEXUAL HARASSMENT** - MOC-Floyd Valley school policy prohibits sexual harassment. The school district includes district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved, or school related activity or function, such as a field trip or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Sexual harassment includes but is not limited to acts, gestures, jokes, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Copies of the complete policy and sexual harassment complaint forms are available in the Superintendent's Office and each building office. Health, Wellness and Safety Officer, the school nurse, is the appointed harassment grievance officer for the district. Persons who believe they have been victims of sexual harassment should contact the building guidance counselor or Karina Nonnemacher. There are also state and federal laws prohibiting sexual harassment. This provides the opportunity to file sexual harassment charges through the court system.

**STUDENT CONDUCT** – (Code 503.1) Students shall conduct themselves in a manner fitting their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school. Students may face disciplinary action for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures, include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

**STUDENT LEADERSHIP** - All students will have the opportunity to participate through their STAR group this year. Each STAR group will elect students to serve on a Student Action Team. The Student Action Team will be asked to help plan school activities.

Fundraising  
Special Events

Party Nights  
PBIS Incentives

ISASP Treats  
STAR Activities

**STUDENT MOVING** – Students moving out of the school district during the school year should notify the school several days prior to the student's last day so that the proper transfer forms can be completed. Forwarding addresses are helpful for any needed materials.

**STUDENT SCHEDULES** – All students will have a printed copy of their schedule. The schedule will also be available for them on Infinite Campus. Schedules will be explained to the students by their STAR teacher. Student schedules may be changed at any time for a variety of reasons. Students and parents will be notified of changes to the schedule.

**STUDENT TRANSFERS IN** – Students who transfer into the school need to meet the immunization and age requirements set out for students who initially enroll at the school. The school district will request the student's cumulative records from the previous school district. A similar schedule to the one that the student had will be created. Services such as an IEP, ELL, 504 Plan, etc. will be carried over and continued at our school.

**STUDY HALL RULES & PROCEDURES** – Study halls are to be used as a time to work on your daily work, homework, or read a book. Students should bring needed materials with them so they can fully utilize the time allotted. Students should be respectful of those in the study hall and remain quiet so all students can have a quiet environment to work and learn. School devices may be used during this time, but for school purposes only. Students will need to sign out or have a pass if they need to leave the study hall. Below are the study hall guidelines.

1. Students are encouraged to use the first 20 minutes of the study to get started on tasks and are asked not to sign out to the restroom or their lockers during this time. Exceptions are made for students with a pass from a teacher to go to the computer lab or a classroom.
2. Students are to have enough work to stay busy, and encourage them to bring their student planner book, to avoid going back to the locker beyond the start of the SH time.
3. Restroom sign outs will go one at a time to each rest room. Encourage the students to use the restroom between classes or SH instead of class time.
4. Students will write down the leaving and returning time on the sign out sheet whenever they leave the SH. Sign out sheets do not need to be saved on the clipboard past 2 days.
5. Students are allowed to work together if they ask permission and they work quietly together. One option may be to give them a time limit to work together – ex. – 10 min. with an extension if they are working hard.

6. Nook readers and all forms of personal technology for educational purpose can be used with permission.
7. Students should use laptops for school purposes only. This means working on homework assignments, studying for classes, conducting research, and other similar activities. Staff may ask to see a student's computer screen and/or use GoGuardian to assure that technology is being used for school purposes.
8. This will not cover all the situations that may come up, and the SH staff member will need to use their professional judgment to make the decision.

**SUBSTITUTE & STUDENT TEACHERS** – Substitute and student teachers play an important role in our school. Substitute teachers come into a situation and have the responsibility of keeping the class going while the instructor is absent. Students are expected to treat substitute teachers in the same manner as they would the regular instructor, which is to say in a compliant and respectful manner. We want to continue to be a place where substitutes enjoy coming to. We also work with students from area colleges for their experience hours and student teaching placements. Students are expected to treat these individuals like they would other staff in our building. Should a problem arise with a substitute or student teacher, please contact one of your teachers or the building principal.

**SUSPENSION** – Suspension may result from a student's serious violation of school rules and policies. Depending on the circumstances, suspensions could be in-school (ISS) or out-of-school (OSS). If a student is assigned a suspension, the parent will be contacted and a letter will be sent detailing the suspension.

ISS: Student will report to the office upon their arrival on school grounds. The student will be provided with the necessary school materials and supports during the day. Students will be given credit for work completed. Tests/quizzes will be proctored during this time. The student will be given a school lunch and will use the office restroom. Students are expected to complete their daily work or read. Cell phones and/or other personal items will not be allowed into the ISS area. Students will be allowed to leave at the bell and may participate in school sponsored activities, if applicable.

OSS: If a student is assigned an OSS, the student is expected to complete the work missed during the OSS. Students are not allowed on school property, to attend school events, or participate in school activities during the period of the OSS. Students will have a re-entry meeting with the building principal prior to returning to their classes.

**TARDY TO SCHOOL & CLASS** – Students are expected to be in the classroom when the tardy bell rings. If a student is not in the classroom at this time, and does not have a valid pass, they may be considered tardy. The classroom teacher will monitor tardies to their class while the office will monitor tardies to school. If a student reaches three tardies to a class, they will be assigned detention and will have disciplinary action if the situation continues. Students that are excessively tardy to school may be required to make up the time missed.

**TELEPHONE, TELEPHONE MESSAGES AND ITEMS** – The telephone in the office is for school business. Students are only allowed to use this phone for an emergency. Students and staff members will not be called to the phone unless it is an emergency. Students may make phone calls, with approval from staff, in the office. Non-emergency telephone messages will be delivered at the end of the day. Items brought to the office by parents will be delivered to students as needed. Students expecting items may check in the office between classes or during lunch.

**THEFT** -If a student takes an item that doesn't belong to him/her, it could be considered theft. Theft is considered a serious violation of school rules and school discipline will result. Depending on the situation, police may be contacted. Please keep all items of value put away or check them into the office.

**THREAT OF VIOLENCE** - All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of

the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

**TOBACCO, ALCOHOL, DRUGS (502.7)** – The use or possession of tobacco (including e-cigarettes, “vaps”, etc), alcohol, or drugs by pupils on school property, or at school-sponsored activities, is prohibited. The School Board policy will be followed for students who violate this policy.

**VANDALISM** - The cost of repair or replacement of any vandalism or unnecessary wear and tear of school property will be paid by the person(s) responsible or will be taken from the proceeds from the fundraiser. Pride in our school building is vital to the success of our school. We hope that our building stays in “TIP-TOP” condition. **Report any noticed vandalism immediately to the office.**

**VISITORS, GUESTS, & RELATIVES** – Visitors may enter the building through the Main Office doors (located on the southeast side of the building). Visitors, guests, and relatives will be required to check into the Main Office upon entry to the building. Visitors will be required to sign in and will need to wear the Visitor badge that is assigned by the office. Former students, relatives, friends, etc. will not be allowed to visit classes unless the administration has granted permission.

**WATER BOTTLES** – Water bottles may be carried by students during the school day. The bottles need to be clear, plastic, of reasonable size and may contain only water. Violations of this policy will result in the bottle being kept in the office for the duration of the school day.

**WEAPONS (502.6)** - The board believes weapons other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premise or property within the jurisdiction of the school district.

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

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

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

Weapons under control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.



## Escalating Responses to Behavior (Middle School Grades 6-8)

LEVEL	ESCALATING RESPONSE
Level 1	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Requires an 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>o Parent or guardian conference that may include the student, when appropriate;</li> <li>o When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention; and/or</li> <li>o 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>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention;</li> <li>o Temporary or permanent removal from extracurricular activities;</li> <li>o Temporary or permanent removal from class;</li> <li>o In-school suspension;</li> <li>o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>o 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 an 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>o Parent or guardian conference that includes the student, when appropriate;</li> <li>o When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling, subject to available resources of the district;</li> <li>o Behavior intervention student agreement coupled with another response(s);</li> <li>o Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>o Detention;</li> <li>o Temporary or permanent removal from extracurricular activities;</li> <li>o Temporary or permanent removal from class;</li> <li>o In-school suspension;</li> <li>o Out-of-school suspension;</li> <li>o Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>o Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>o Recommendation for expulsion.</li> </ul> </li> </ul>

## HOMEROOM ASSIGNMENTS / STAR

### 6<sup>TH</sup> GRADE

<u>HOMEROOM</u>	<u>STAR</u>
Mr. Boersma	RM 113
Mr. Nonnemacher	RM 114
Mrs. Jacobsma	RM 123
Mr. Hoebelheinrich	RM 110
Mrs. TeGrotenhuis	RM 122

### 7<sup>th</sup> GRADE

Mr. Baker	RM 130	RM 130
Mrs. Hughes	RM 134	RM 134
Mrs. Vande Kieft	RM 112	RM 112
Mr. Wieking	RM 121	RM 121
Mrs. Van Regenmorter	RM 120	RM 120

### 8<sup>th</sup> GRADE

Mrs. Hoppe	RM L2	RM L2
	RM 111	RM 111
Mr. Mouw	RM L1	RM L1
Mrs. Oolman	RM L3	RM L3
Mrs. Phelan	RM L5	RM L5

## EXPLORATORY CLASS SCHEDULE

	CYCLE	1	2	3	4	5	6
<b><u>8<sup>th</sup> GRADE</u></b>							
Agriculture	<b>HS RM 228</b>	81	86	85	84	83	82
Art	MS RM 160	82	81	86	85	84	83
Cons Ed/Health	<b>HS RM 109</b>	83	82	81	86	85	84
Industrial Tec	<b>HS RM 226</b>	84	83	82	81	86	85
Fin. Lit/Guid.	MS RM 162/140	85	84	83	82	81	86
Computer Sci	<b>HS RM 106</b>	86	85	84	83	82	81
<b><u>7<sup>TH</sup> GRADE</u></b>							
Art	MS RM 160	71	76	75	74	73	72
Leadership	MS RM 140	72	71	76	75	74	73
Tech. Skills	MS RM 120	73	72	71	76	75	74
Health/Family	MS RM 112	74	73	72	71	76	75
Careers/Cons.	MS RM 121	75	74	73	72	71	76
Computer Sci	MS RM 162	76	75	74	73	72	71
<b><u>6<sup>th</sup> GRADE</u></b>							
Art	MS RM 160	61	66	65	64	63	62
Guidance/Car	MS RM 140	62	61	66	65	64	63
Comp Sci.	MS RM 162	63	62	61	66	65	64
Media/Digital	MS RM 123	64	63	62	61	66	65
Health/Gen Mus	MS RM 113/Music Rm	65	64	63	62	61	66
Challenge	MS RM 110	66	65	64	63	62	61

# STUDENT GOOD CONDUCT POLICY - 503.4

The following policy will apply to any student in the MOC-Floyd Valley Community School who participates in any extra curricular program of the school.

## ELIGIBILITY AND PHILOSOPHY OF EXTRA CURRICULARS

The Board of Directors of the MOC-Floyd Valley Community School District offers a variety of voluntary activities to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal or athletic director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student council officer or representative), state contests, and performances for cheerleading, mock trial, or any other activity where the student represents the school district outside the classroom.

## STUDENT GOOD CONDUCT - RELATED RULES

A. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for a preponderance of evidence of any of the following behaviors:

- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- inappropriate or offensive conduct, such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing, or harassment of others.

B. When the administration believes it is more likely than not that the student violated the Good Conduct Rule during the school year or summer, the student is subject to a loss of eligibility as follows:

*First Occurrence. Offenders are subject to suspension from a minimum of (2) public performance dates and must complete a minimum of (10) hours of school service. Students who do not complete the school service hours as prescribed will have their suspension increased to a minimum of (4) public performance dates. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.*

*Second Occurrence. Offenders are subject to suspension from a minimum of (6) public performance dates. Substance abuse offenders will be required to successfully complete a minimum of (6) hours of counseling (at student's expense) within a time frame and at an agency prescribed by school administration. Substance abuse offenders will be required to complete a minimum of (20) hours of school service as prescribed by school administration. Non substance abuse offenders will be required to complete a minimum of (40) hours of school service. Students who do not complete the counseling and/or the school service hours as prescribed will have their suspension increased to a minimum of (12) public performance dates. An additional (2) event suspension will be added to students who do not admit their guilt to the principal within (3) school days of the violation.*

*Third Occurrence. One-year suspension from all extra-curricular activities with an appeal to the appeals committee established by the principal. The appeal may not be made before (1) calendar year has elapsed. Provisions of the appeal will include school attendance, behavior and academic performance; ADTU (Alcohol and Drug Treatment Unit) evaluation in cases of substance abuse; a minimum of (3) letters of recommendation from employer, parent/guardian, counselor, or clergy.*

**Special Circumstance** - A student who has not been convicted of a policy violation, but voluntarily seeks help by entering a 30- or 45-day inpatient treatment program for substance use/abuse will be eligible for extra curricular activities immediately upon his/her return to school (first and second occurrence).

- C. All students will begin high school with a clean slate. High School begins in the summer following 8th grade, and the Good Conduct Policy remains in effect year around.
- D. Students who go 365 days without a violation will be placed back on Step 1 (1<sup>st</sup> Occurrence).
- E. The period of ineligibility attaches immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity. If not currently engaged or if the ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- F. An ineligible student shall attend all practices or rehearsals but may not “suit up” nor perform/participate. If the student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.
- G. Students will not be allowed to begin a season in progress and must finish a season in good standing with the coach/sponsor and administration to use it as suspension time.
- H. If denial of a violation is followed by later conviction, the denial serves as the first offense, and the second offense penalty is instated.
- I. Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.
- J. If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student’s violation in the previous district.
- K. Appeals:
- Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent’s decision.
  - If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student’s parent/guardian (or the student, if student is 18) requests an open session. The grounds for the appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.
  - If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.

# MOC-FLOYD VALLEY COMMUNITY SCHOOL DISTRICT

School District  
100

POLICY TITLE: Anti-Bullying/Harassment Policy

CODE NO. 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. 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.

### Quarter 1

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

### Quarter 2

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

### Quarter 3

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

### Quarter 4

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		

<u>Subject</u>	<u>Grade/Comment</u>	<u>Signature</u>
Reading		
Math		
Science		
Social Studies		
English Spelling		