

Directory
MOC-Floyd Valley Community School District
PO Box 257
Orange City, Iowa 51041
October, 2014



Administration Office, 709 8th Street SE, Orange City, Iowa 51041
Russ Adams, Superintendent 737-4873
MOC-Floyd Valley High School, 615 8th Street SE, Orange City, Iowa 51041
Mike Mulder, Principal 737-4871
MOC-Floyd Valley Middle School, 1104 5th Avenue, Alton, Iowa 51003
Cam Smith, Principal 756-4128
Orange City Elementary School, 312 1st Street SW, Orange City, Iowa 51041
Mike Landhuis, Principal 737-4606
Hospers Elementary School, 201 4th Avenue South, Hospers, Iowa 51238
Marcia De Graaf, Principal 752-8480

Technology Director - Jason Vore 737-4871
Food Service Director - Jenna White 707-5109
Health, Wellness & Safety Director - Brittany Adams 737-4871
Transportation Director - John Van Wyk 737-8466
Buildings & Grounds - Darlo Zeutenhorst 737-4871
Athletic Director - Mark Gunderson 737-4871

Board of Directors

Gerald Van Roekel, President	Amy Kleinhesslink
Shane Jager, Vice President	Bruce Schutt
Christine Koerselman	Kim Dykstra, Board Secretary

Required Notices

A. NONDISCRIMINATION POLICY

It is the policy of the MOC-Floyd Valley Community School District not to illegally 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 the district's Equity Coordinator, Russ Adams, Superintendent, 709 8th St SE, Orange City, IA 51041 712-737-4873, radams@moc-fv.k12.ia.us.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA) 504 or Iowa Code 280.2 is directed to contact Russ Adams, Superintendent of Schools, (712) 737-4873, who has been designated by the school district to coordinate the district's efforts to comply with these regulations.

B. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Board of Directors of the MOC-Floyd Valley Community School District to extend equal opportunities to all employees and to applicants for employment who meet the qualifications established for the class or position for which they apply. No employee or applicant shall be discriminated against 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). Inquiries or grievances related to this policy may be directed to:

1. Russ Adams, Supt., MOC-Floyd Valley CSD, PO Box 257, Orange City, Iowa 51041
2. Director of Civil Rights Commission, 211 E. Maple, Des Moines (515) 281-4121
3. Director Region VII Office, US Dept of Ed, 310 Wisconsin Ave, Ste 800, Milwaukee, WI 53203-2292 (414) 291-1111

C. DRUG FREE AND TOBACCO/NICOTINE PRODUCT FREE WORK PLACE

As required by law, the MOC-Floyd Valley Community School District has approved policies relating to providing drug free, tobacco and nicotine product free work areas. These policies apply to students, staff, parents, and visitors in all school district facilities including school vehicles and school grounds. These policies are in effect at all times including school sponsored and non-school sponsored events.

D. HOMELESS CHILDREN OR YOUTH OF SCHOOL AGE

The MOC-Floyd Valley Community School District 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, Principal (712) 737-4606.

Required Notices

E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MOC-Floyd Valley CSD, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, MOC-Floyd Valley may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the MOC-Floyd Valley CSD to include this type of information from your child's education records in certain school publications.

Examples include:

- ⇒ A playbill showing your child's role in a drama production;
- ⇒ The annual yearbook;
- ⇒ Honor roll or other recognition lists;
- ⇒ Graduation programs; and
- ⇒ Sports activity sheets, such as for wrestling.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1956 (ESEA) to provide military recruiters, upon request, with three directory information categories - name, address and telephone number - unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want MOC-Floyd Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by November 15. MOC-Floyd Valley School District has designated the following information as directory information:

- Student's name - Address - Telephone number - e-mail address
- Grade level - Photograph - Date & place of birth - Major field of study
- Dates of attendance - Participation in officially recognized activities and sports
- Weight and height of members of athletic teams - Degrees, honors and awards received
- The most recent educational agency or institution attended

F. ANTI-BULLYING/HARASSMENT POLICY

The board prohibits harassment, bullying, hazing or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, national origin, sex, physical or mental ability or disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status, physical attributes, ancestry, political party preference, political belief, or familial status. Harassment against employees based upon race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status is also prohibited. A copy of this policy is available on our website or at the Superintendent's Office.

Reports of sexual harassment should be reported to Brittany Adams, district hearing officer, or Russ Adams, alternative hearing officer, MOC-Floyd Valley School District, 615 8th Street SE, Orange City, Iowa 51041. Phone 712-737-4871.

G. CHILD ABUSE REPORTING AND INVESTIGATING

State law mandates that all teachers and administrators must report to the proper authorities all instances of suspected child abuse. Also in child abuse laws are procedures for reporting child abuse by school personnel against children. Institutions where there is suspected child abuse, parents and others may report such suspected problems to the district Child Abuse Investigator.

The District Investigator is Brittany Adams and the Alternate Investigators are Chelsey Town and Scott Starkweather. You may contact them at MOC-Floyd Valley CSD, PO Box 257, Orange City, Iowa 51041. Phone 712-737-4873.. This district is also required to have a follow-up investigator that is trained in the work and who is not an employee of the school. Our school district has appointed Nate Huizenga of the Sioux County Sheriff's Office to that position.

H. OFFICIAL NOTICE OF HEARING SCREENING

Hearing screening is conducted annually in our school by AEA 4 Hearing Education/Conservation Services personnel. The children to be screened will include 1) all kindergarten through fourth, eighth and eleventh grade students; 2) all students new to the area served by AEA 4; 3) all children placed in special education classrooms; and 4) all children with previously identified hearing losses. All of the groups may not be screened at the same time of year due to our emphasis on the elementary grades. Following completion of the screening, you will be informed of the results.

I. TEACHER QUALIFICATIONS

Parents/guardians in the MOC-Floyd Valley School District have the right to learn the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 737-4873 or by sending a letter of request to the Office of Superintendent, 709 8th St, SE, Box 257, Orange City, IA 51041.

The MOC-Floyd Valley Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

J. RIGHT TO KNOW LAW - HAZARDOUS CHEMICALS IN OUR BUILDING

Schools are required to post warning signs in their buildings for areas that may contain hazardous chemicals. We are also required to keep lists of all chemicals that we have within our buildings on file at the superintendent's office. Anyone requesting information concerning these chemicals may have access to the information at the superintendent's office. The areas where we have hazardous chemicals are posted with signs which indicate the type of hazard that may be found in that area. The signs are diamond shaped with four different colored divisions, each of which represents a particular type of hazard. A number (0 to 4) placed in each of the colored blocks indicates the degree of the hazard. The higher the number the greater the hazard.

K. OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates: March 1, 2015 - last date for regular open enrollment requests for the 2015-16 school year and September 1, 2015 - last date for open enrollment request for students entering kindergarten for the 2015-16 school year. For further details contact the Superintendent's Office.

Required Notices

L. ASBESTOS NOTIFICATION **September 1, 2012**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response (AHERA), we performed inspections of our school buildings for asbestos-containing building materials in the fall of 1988. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. In July, 2000, the EPA conducted an inspection of our school district's asbestos management plan. The purpose of this inspection was to assess our district's efforts in complying with the Asbestos Hazard Emergency Response Act.

The EPA requires us to perform reinspections of the asbestos materials every six months by in-house trained personnel and every three years by an accredited outside source. Ames Environmental Inc., an accredited Inspector/Management Planner, performed the three year reinspection of our district on December 27, 2011 and issued a report regarding the results. There were no significant changes in condition of the remaining asbestos. All asbestos containing materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the EPA inspection, the three year reinspection, as well as the last six month surveillance are on file in the Management Plan in the school's administration office. Everyone is welcome to view these anytime during normal school hours (Monday - Friday 8:00 - 4:00). Our asbestos designated person, Jeff Kleinhesselink, is available to answer any questions you may have about asbestos in our buildings at 737-4606.

We are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

A summary of the ACBM in the **Hospers Elementary** building as of this date is as follows:

<u>Description</u>	<u>Response Action</u>	<u>Time Line</u>
114 L. feet pipe insulation in janitor's closet & pipe chase in 1956 addition	Operation & Maintenance	Ongoing
700 sq. feet sheet vinyl in room 121 to SE of gym	Operation & Maintenance	Ongoing

A summary of the ACBM in the **Middle School** building as of this date is as follows:

<u>Description</u>	<u>Response Action</u>	<u>Time Line</u>
153 L. feet pipe insulation above old gym ceiling	Operation & Maintenance	Ongoing
1,250 sq. feet transite board in bus barn ceiling	Operation & Maintenance	Ongoing

A summary of the ACBM in the **Orange City Elementary** building as of this date is as follows:

<u>Description</u>	<u>Response Action</u>	<u>Time Line</u>
2,817 sq. feet 9" x 9" floor tile in old gym off the boiler room	Operation & Maintenance	Ongoing
30 mudded joint fittings in 1924 addition	Operation & Maintenance	Ongoing

A summary of the ACBM in the **High School** building as of this date is as follows:

<u>Description</u>	<u>Response Action</u>	<u>Time Line</u>
12,500 sq. feet 9" x 9" floor tile in rooms 207, 208, 209, 214, 220, 226, 105, 104, 109, janitor's closet, Special Education area, kitchen, stage area and dressing rooms	Operation & Maintenance	Ongoing
21,200 sq. feet 12" x 12" floor tile in rooms 101, 103 and throughout rest of building	Operation & Maintenance	Ongoing
52 L. feet stage lights in auditorium	Operation & Maintenance	Ongoing
200 mudded joint fittings throughout building	Operation & Maintenance	Ongoing
60 sq. feet lab sinks in science room	Operation & Maintenance	Ongoing
3400 sq feet sprayed on ceiling, wrestling room and Special Ed Room	Operation & Maintenance	Ongoing

M. POST SECONDARY EDUCATIONAL OPPORTUNITIES

The State of Iowa, in order to promote rigorous academic or vocational-technical pursuits and to provide a wider variety of options to high school students, has made it possible for 11th and 12th grade students (and some 9th and 10th grade students in TAG programs) to enroll in eligible post secondary institutions of higher learning in this state. In other words, juniors and seniors (and gifted freshmen and sophomores) may take classes at universities, colleges and public area schools such as Iowa State University, Northwestern College and Northwest Iowa Community College. The courses must be nonsecular (non-religious), not comparable to any courses offered in the local school district and credit bearing toward an educational degree. In addition, the courses must be in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education and also the courses in career option programs offered by area schools.

Tuition, books, materials and other fees will be paid by the local district up to \$250 per course. This is the maximum a college can charge a local school district for an enrolling high school student taking one course. The postsecondary institution can only charge an enrolled high school student for course equipment that will become property of the student upon completion of the course.

Students enrolled under the provisions of this Act can receive school academic or vocational-technical credit (which can be applied to graduation requirements if the course taken is appropriate) by successfully completing the course. The local school board shall determine if the coursework can be applied to graduation requirements and how many high school credits shall be granted.

The coursework will also earn credit at the postsecondary institution where the course was successfully completed or may be transferred to another postsecondary institution at the discretion of that institution. Current graduation requirements remain in effect. Non-compliance/failure or successful completion of a postsecondary course will appear on a student's record and transcript.

Attendance at a postsecondary institution is dependent on the arrangement of a workable schedule. The parent or guardian of the student is responsible for furnishing transportation to and from the eligible postsecondary institution.

A student anticipating participation under this Act should inform the school district by March 15 (some exceptions may be made) of the intent to enroll in postsecondary courses during the next school year. Please feel free to contact Todd McDonald at the high school for more information and a "Notice of Student Registration Form".

N. NOTICE TO PARENTS CONCERNING HUMAN GROWTH & DEVELOPMENT

In accordance with the Iowa Code Section 279.50, the MOC-Floyd Valley School District shall provide instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome as required in section 256.11 in grades one through twelve. We are also required to annually provide to parents and guardians of any students enrolled in the school district information about human growth and development curriculum used in the student's grade level and the procedure for inspecting the instructional materials prior to their use in the classroom. This notification serves to meet the state requirements.

The instructional materials used in Human Growth and Development may be inspected by contacting the student's teacher, principal or curriculum director. A student shall not be required to take instruction in human growth and development if the student's parent or guardian files a written request on the form provided by the building principal that the student be excused from the instruction.