

# **Bondurant-Farrar Junior High 2024-2025 Student Handbook**



**Bondurant-Farrar Junior High**  
***'Being Bondurant's BEST'***  
***Be Respectful - Excellent Effort***  
***Stay Safe - Take Responsibility***  
**Preparing Students for the Future**

The Mission of the Bondurant-Farrar Community School is to help all children develop their talents in order that they may become productive citizens.

The Bondurant-Farrar Community School District is committed to providing:

- Optimal opportunities and sincere encouragement to students to succeed socially, emotionally, and academically
- A safe and orderly environment where all students are comfortable and secure
- A mutually supportive, collaborative, and productive home-school partnership
- A curriculum to meet the needs of a diverse learning community
- Research-based instruction designed to meet the needs of all students
- Teaching and modeling the character qualities of trustworthiness, respect, responsibility, fairness, caring, and citizenship to students.

### **WELCOME TO BLUEJAY NATION**

We are all here to accomplish the goals and objectives of the Bondurant-Farrar Community School. To be Bondurant's BEST, reasonable standards of discipline and mutual respect are necessary among all students and school employees. This handbook is designed to assist students and parents/guardians in gaining an understanding of the basic operational procedures required of all secondary (grades 7-8) students. Code references in this handbook refer to Bondurant-Farrar Board of Education policies. Please follow us on Twitter: @BF\_JuniorHigh and Facebook: Bondurant-Farrar Junior High

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## **BONDURANT-FARRAR STAFF DIRECTORY**

SUPERINTENDENT	967-7819	Dr. Rich Powers
DIRECTOR OF ADMIN. SERVICES	967-3423	Chad Carlson
CURRICULUM DIRECTOR	967-7819	Jodi Brogan
HIGH SCHOOL PRINCIPAL	957-8191	Erik Garnass
HIGH SCHOOL ASSISTANT PRINCIPAL	957-8191	Amy Ripperger
High School ASSISTANT PRINCIPAL(HS)	957-8191	Drake Bailey
ACTIVITIES DIRECTOR (7-12)	957-8191	Ben Anderson
JUNIOR HIGH PRINCIPAL	957-7970	Jeremiah Ostrem
JUNIOR HIGH ASSISTANT PRINCIPAL	957-7970	Shawn Bennett
INTERMEDIATE PRINCIPAL	967-3711	Mike Kramer
INTERMEDIATE ASSISTANT PRINCIPAL	967-3711	KevinVanderLinden

ANDERSON ELEMENTARY PRINCIPAL  
ANDERSON ELEMENTARY ASST. PRINCIPAL  
MORRIS ELEMENTARY PRINCIPAL  
MORRIS ASSISTANT PRINCIPAL  
SCHOOL RESOURCE OFFICER  
7-12 ACTIVITIES SECRETARY  
JUNIOR HIGH SECRETARY  
JUNIOR HIGH SECRETARY  
JUNIOR HIGH SCHOOL FAX

967-7494  
967-7494  
967-6361  
967-7494  
957-8191  
957-8191  
957-7970  
957-7970  
957-7898

Mel Hewitt  
Joannie Sanger  
Carrie Ratliff  
  
Matt Schnur  
Jamie Wagner  
Cassie Nelson  
Johnna Davis

## **Teaching Staff**

### **Art**

Jennie Juhl

### **Business/Personal Finance**

Josh Gibson

### **Family and Consumer Science/Health**

Jenna Lindhart

### **Instrumental Music**

Kat Breitbach

Trey Hill

Braden Wipperman

Kate Cassaidy

### **Language Arts**

Cindy Drummond

Andrea Goes

Jenna Jones

### **Math**

Annalise Kitchen

Colby Wagner

Lindsay Warren

### **Physical Education/Health**

Steph Eliasen

Zach Pfantz

Tessa Simpson

### **Reading**

Andrea Luetje

Kelly Murley

Kate Schulz

### **Resource**

Karen Moe

### **Science**

Allison Griffin

Camryn Jeffords

### **Social Studies**

Josh Gibson

Craig Kinrade

Thurston Gable

Elle Stackhouse-Schultz

## **Teaching Staff (continued)**

### **Special Education**

Cassie Cleveland

Jackie Larsen

Cade Macke

Maddee Trepp

### **STEM**

Maddie Beeler

### **Talented and Gifted**

Beth Burrow

### **Vocal Music**

Cayla Anderson

Anne Anderson

### **World Languages**

Rebecca Baucum, Chinese

Myriah Vozenilek, Spanish

### **English Language Learner**

Lexi Klein

### **Counselors, Office & Other**

### **Building School Improvement Leader**

Tabatha Commins

### **Professional School Counselors**

Jennifer Hurley

Madison Pfaffe

### **Social Worker**

Matt Hotek

### **Library**

Lindsey Scott, Teacher

Dawn Coy, Library Associate

### **Nurse**

Laura Mathis, RN

### **School Resource Officer**

Deputy Matt Schnur

## GENERAL INFORMATION

Only one entrance to the Junior High will be open after the first bell of the day. The entrance available to the public will be the left set of doors at the main entrance off the parent drop-off area/visitor parking area. All visitors will then enter through the interior door directly into the office and register and be approved for entry to the rest of the building. Students coming late to campus or returning from off-campus classes will be expected to use the main entrance entrance and sign-in when returning to campus.

## DAILY SCHEDULES

### **Monday Schedule:**

1st 8:05-8:36  
2nd 8:40-9:11  
3rd 9:15-9:46  
4th 9:50-10:21  
WINN10:25-10:56  
5A 7th Lunch 10:56-11:20  
5B 11:20-11:36  
5C 8th Lunch 11:36-12:00  
6th 12:04-12:35  
7th 12:39-1:10  
8th 1:14-1:45

### **Tuesday-Friday Schedule:**

1st 8:05-8:48  
2nd 8:52-9:35  
3rd 9:39-10:22  
4th 10:26-11:09  
WINN11:13-11:43  
5A 7th Lunch 11:43-12:07  
5B 12:07-12:30  
5C 8th Lunch 12:30-12:54  
6th 12:58-1:41  
7th 1:45-2:28  
8th 2:32-3:15

## ACADEMIC CALENDAR

August 23	First Day of School
September 2	No School (Labor Day)
September 24	Grade Post #1
September 30 - October 4	Homecoming Week
October 24	End of 1st Quarter (Grade Post #2)
October 21-24	P/T Conferences (Early Release)
November 27-29	No School - Thanksgiving Break
December 3	Grade Post #3
December 23 - January 1	No School - Winter Break
January 2	No School - BFCSD Staff PD
January 10	End of Semester 1 (Grade Post #4)
January 20	No School - BFCSD Staff PD
February 18	Grade Post #5
March 10-13	P/T Conferences (Early Release)
March 14	No School
March 17-21	No School (Spring Break)
March 26	End of 3rd Quarter (Grade Post #6)
April 30	Grade Post #7
May 30	End of Semester 2 (Grade Post #8) Last Day of School - 1 PM Dismissal

## ATTENDANCE POLICIES

### [Board Policy [501.9](#)]

Bondurant-Farrar-Junior High regular school day begins at 8:05 A.M. and ends at 3:15 P.M. (1:45 on Mondays) when students are dismissed. Students arriving after 8:05A.M. will be considered tardy. The school laws of Iowa require a student to attend school regularly. Every day at school is important not only for learning, but the attendance record becomes a permanent part of each student's school record. The school will make an effort to contact parents/guardians who have not notified the school by 9:00 A.M. It is important that each child is accounted for by the school each day classes are held. Students should not arrive at Bondurant-Farrar Junior High prior to 8:00 A.M. unless they are here for breakfast (7:30 A.M.). Students who arrive prior to 8:00 must report to the cafeteria, be seated in the gym, be in a scheduled athletic practice, or have made arrangements with a teacher. Crossing guards will be on duty from 7:40-8:05 each morning.

## TARDINESS

### [Board Policy [501.10](#)]

**A.** The school has a 1 minute warning bell between every passing period which is designed to help students know they are expected to get to their class. A student will earn a 30 minute after school detention after they have 3 unexcused tardies in a quarter. They will continue to receive a detention for every 3 unexcused tardies they get after that within the same quarter. Tardies will

start over at the beginning of each quarter. If a student does not attend the after school detention, they will serve 2 lunch detentions. Parents are notified by the school and a meeting may be scheduled if the problem persists. In addition, the school may schedule alternate passing for a student who chooses to be late to class on a regular basis. Habitual unexcused tardiness may result in creating a plan with the Behavior Intervention Support Teacher Leader and/or school counselor.

## ABSENCES

[Board Policy [501.9](#), [501.10](#)]

**A. Absences** Sometimes it is necessary for students to be absent from school. Parents/Guardians are requested to call the junior high school attendance center if their child is ill or will be absent from school. If a student knows in advance that they will be absent, they should bring a note from the parents/guardians and attempt to make up the work required prior to the absence. If a student is ill, the student should stay at home. However, students need a little encouragement on days when they just don't feel like coming to school. As a rule of thumb, if a student misses more than two days of school, they should have a doctor's note when returning to school. The district administration maintains the right to determine excused and unexcused absences or tardies. Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by administration for the student to be absent. After 10 absences, parents will be notified in writing that they will need to furnish a physician's excuse for all future absences. Failure to produce the excuse will result in an unexcused absence and tracking under the unexcused absence policy.

**B. Absences & Making Up Work:** If parents/guardians are concerned about make-up assignments because of an absence, the expectation is to have the student email their teachers and check Google Classroom to see what has been communicated. If students are only gone one day, they can make up the work upon their return to school. When an absence was not anticipated, it is expected that all school work assignments will be made up within the number of school days absent. Absences of more than three days may be made up as arranged with each teacher.

**C. Physical Education Excuses:** Illness or injury to a student may make participation in PE undesirable or impractical. The student may be excused from participation under the following circumstances:

1. A parent/guardian may call the instructor or the principal requesting a one-day excuse for a physical ailment. Under most conditions, this request will be honored.
2. A doctor's excuse must be presented to the instructor or to the principal if more than one session is to be excused.
3. The PE instructor may excuse any student if, in the instructor's opinion, participation is undesirable or impractical.

## UNEXCUSED ABSENCES

[Board Policy [501.10](#)]

**A.** Parents/guardians will be notified by telephone upon the student's third unverified/unexcused



absence. Parents/guardians will be notified in writing upon the student's fourth and subsequent unverified/unexcused absences. Copies will be placed in the student's file. The principal may determine that a student with excessive unexcused/unverified absences may be kept in detention or in-school suspension until late work is completed.

**B.** A student is considered truant when they have eight unverified/unexcused absences in one school year. An unverified absence is when they are absent from school without written verification from a health care provider.

**C.** The school district reserves the right to determine if excessive absence (even those considered excused) will lead to grade retention. When a student has absences totaling 18 in one school year (even those excused), the school administration will meet with parents to discuss the educational plan for the student. In accordance with the State compulsory attendance law, Code of Iowa 299.1, we will contact the county attorney's office requesting mediation for violation of the above policy

## TRUANCY/SUSPENSION/EXPULSION

[Board Policy [501.10](#), [503.1](#), [503.2](#)]

**A. Truancy** is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse. Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

**B. In-School Suspension** means the student will attend school but will be temporarily isolated from one or more classes while under supervision.

**C. Out-of-School Suspension** is the removal of a student from the school environment, including classes and activities. A student may be suspended out of school for up to five school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The superintendent may extend the suspension, upon the principal's request, for a total of no more than 10 days. Students suspended from school for any type of infraction will be reinstated only after a satisfactory conference among the parents/guardians, the student, and a school official. Under certain circumstances, school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student. See **Board Policy [503.1](#)** for procedural details regarding suspensions.

**D. Expulsion** is the removal of a student from the school environment for a period of time not to exceed one calendar year. Students may be expelled for violations of Board policy, school rules or the law. It shall be within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the Board's records. See **Board Policy [503.2](#)** for procedural details regarding expulsion.

## COURSE ENROLLMENT INFORMATION

**[Board Policy [505.5](#), [505.5E1](#)]**

### **Bondurant-Farrar Junior High 7th - 8th Course Selection**

This document is furnished to assist students and parents in the course selection process. The curriculum of Bondurant-Farrar-Junior High has been developed to provide a general education foundation to all students while offering opportunities for exploration in various fields.

<b>7th GRADE</b>	<b>8th GRADE</b>
Language Arts 7	Language Arts 8
Math 7 or *Math 7+	Math 8 or *Algebra
Reading 7	Reading 8
Science 7	Science 8
Social Studies 7	Social Studies 8
P.E.	P.E.
<p style="text-align: center;"><b>Exploratory Rotation:</b> Art, Career, Health, Design &amp; Modeling, Family &amp; Consumer Science</p>	<p style="text-align: center;"><b>Exploratory Rotation:</b> Career, Automation &amp; Robotics, Family &amp; Consumer Science, Financial Literacy, Health</p>
<p style="text-align: center;"><b>Must choose 1 elective per semester from the following options:</b> Advanced Art, Band, Child Development, Chinese, Spanish, Choir, Computer Programming, LEGO Robotics, Video Production, Medical Detectives</p>	<p style="text-align: center;"><b>Must choose 1 elective per semester from the following options:</b> Advanced Art, Band, Ceramics, Chinese, Spanish, Choir, Computer Programming, Design &amp; Modeling 2.0, Food &amp; Nutrition, Video Productions, Bluejay Digital, Medical Detectives</p>
<b>*TAG</b>	<b>*TAG</b>

\*Teacher placement required

## **Elective Class Descriptions**

### **How Is Teacher Placement Determined?**

#### **Math Placement**

Each grade level, seventh, and eighth, offers an advanced course section in the subject of math (7+, Algebra). This course is offered to those students who:

- Score high proficiency on the ISASP math scores for two of the last three academic years (95th percentile or higher)
- Score high proficiency on the FastBridge aMath assessment (85th percentile or higher)
- Demonstrate strong classroom performance in the previous grade in the area of math
- Score 70% or higher on a placement assessment of skills

7+ will cover the 7th grade geometry standards and 8th grade standards. Algebra will be aligned with the high school level course. Students placed in this course will be expected to complete all work in a timely manner, maintain an A or B average, and work well both individually and collaboratively. Grades earned in Algebra I will be part of the student's high school transcript.

#### **TAG Placement**

In order to qualify for TAG services at Bondurant-Farrar, a student needs to:

- Score at or above the 97th percentile on a majority of the Iowa Statewide Assessment of Student Progress (ISASP), or on a-Reading/a-Math tests, based on grade-level norms.
- Score at or above the 96th percentile (9th stanine) on two of the three subtests (verbal, quantitative, and nonverbal) of the Cognitive Abilities Tests (CogAT) or have a complete composite score at or above the 96th percentile when compared to norms for students of the same age.

#### **GRADE ACCELERATION**

The Iowa Acceleration Scale will be utilized to assess whether or not a student would benefit from being accelerated by one or more grades. This scale will be used as a tool by a committee made up of the current grade level teacher, future teacher, principal, counselor, and parents/guardians. Students being considered for whole grade acceleration will be evaluated and then placed at the beginning of the next school year. Parents or guardians should contact school officials before April 1st of the current school year if they are considering the move.

## **GRADING SYSTEM**

### **[Board Policy [505.5R](#)]**

All classes will use the same grading scale. The grading scale is as follows:

A+ = 99-100%	B- = 80-82%	D+ = 67-69%
A = 93-98%	C+ = 77-79%	D = 63-66%
A- = 90-92%	C = 73-76%	D- = 60-62%
B+ = 87-89%	C- = 70-72%	F = 59%
B = 83-86%		

#### **RETAKE POLICY**

Students are expected to aim to perform well the first time on all assessments. There are times when mastery of targeted learning objectives isn't demonstrated, for whatever reason, and retaking an assessment is appropriate. Content teams work together to create units that define targeted learning objectives and the assignments and instruction students will receive prior to being asked to demonstrate mastery of those objectives via assessment. Full participation in instruction and completion of all unit assignments prior to the assessment is the most effective way for students to learn and to achieve mastery. Because of this, having all unit assignments completed prior to being eligible for retesting is the primary component of our retake policy. In addition, this policy is closely aligned with the retake policy utilized at the high school and will better prepare our students for that transition.

For purposes of this policy, assessments are defined as summative end of unit tests, unit projects, or unit performances. Content teams will determine the type of assessment to be used to measure a student's ability to demonstrate mastery of the targeted learning objectives for a given unit.

Although our ultimate goal is to prepare all of our students for expectations they will face in high school, we recognize the need to allow our 7th graders the opportunity to transition from elementary expectations to secondary expectations with more flexibility than our 8th graders require. As such, retake policies will be explicitly stated for each grade.

### **8th Grade Retake Policy**

In order for a student to be eligible to retake a unit assessment in a core class, they must have ALL unit assignments completed by the date of the unit assessment. In Core+ classes with mixed grades, teachers will determine and communicate the assignments that must be completed before the assessment to determine retake eligibility. Teachers will designate and communicate the specific criteria for determining if an assignment is 'complete' for the purpose of being retake eligible. 8th graders will not be allowed to turn in missing assignments to regain "retake eligibility" once an assessment date has passed. Content areas may allow students to turn in missing assignments past the assessment date to improve their overall grade, but not to regain eligibility to retake an assessment. In these instances, missing assignments must be turned in by the grade post applicable in order to be accepted for grade improvement.

Project/Performance based assessments will fall under the same rule for retake eligibility in that all required unit assignments will need to be complete prior to the due date of the project/performance in order for a student to be eligible to redo or improve elements of the project/performance based assessment. Students will be provided with the rubric for any project/performance based assessment at the beginning of the unit and areas of the rubric that will be eligible for improvement for "retake" purposes will be clearly identified and communicated.

There will be no limit on the number assessments that can be retaken until the 2nd Semester of 8th Grade. For 2nd semester, retake eligibility will be limited to 4 assessments per class. The 2nd semester restriction models the high school policy. All retakes will be completed within 2 weeks of the original assessment date to the extent possible.

### **7th Grade Retake Policy**

Although the goal is to have all assignments turned-in prior to a unit assessment, we acknowledge that 7th graders need the opportunity to practice and learn how to manage their time to master this skill. Therefore, In order for a 7th grade student to be eligible to retake a unit assessment, they must

complete all missing assignments from a given unit first. 7th Graders will be allowed to make-up missing assignments in order to regain “retake eligibility”. Content teams will establish the make-up window permitted to turn-in missing assignments to regain retake eligibility.

This is the only difference between the 7th and 8th grade policies. All other policies spelled out for 8th graders apply.

### **Content Area Specific Policies/Timelines**

Content teams have outlined additional requirements that they have in place before a student can actually retake an assessment in their given area. Content teams will also designate exactly how students will be retested and will communicate that to the student prior to the retake. While these details may vary between content areas, they will be consistent within content areas in order to provide a guaranteed and viable curriculum for all students. Content team specific requirements will be posted to Google Classroom, provided in course Syllabus, and will be available to parents/students upon request.

### **MIDTERM GRADES**

Midterm grades are posted at the midpoint of every quarter and parents/guardians are notified in the weekly bulletin when they are available in Infinite Campus.

## **COUNSELORS**

The Bondurant-Farrar Junior High-School Counseling program is a vital component of the total educational process. The school counseling program is delivered by professional school counselors who hold a masters degree and license from the Iowa Board of Educational Examiners. The school counseling program is provided through curriculum, individual student planning, responsive services, and system support while focusing on developing student success through the following American School Counselor Association (ASCA) domains: academic, career, and social/emotional. School counselors work proactively to create a collaborative partnership with parents/guardians, school personnel, and community members to focus on supporting all students.

## **APPEARANCE AND ATTIRE**

### **[Board Policy [502.1](#)]**

Bondurant-Farrar Junior High School respects students' rights to express themselves in the way they dress. All students who attend are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

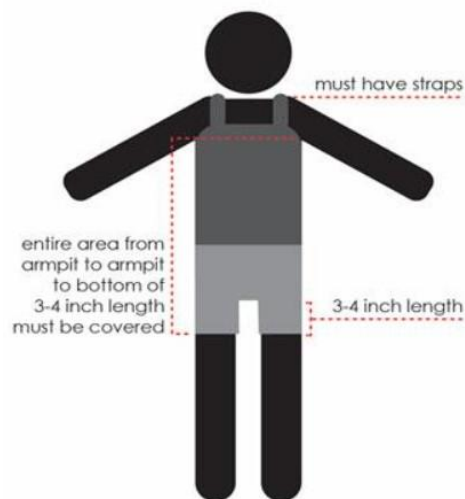
1. Clothing must cover areas from one armpit across to the other armpit, down approximately 3 to 4 inches in length on the upper thighs with no rips or tears in this area (see image below). Tops must have shoulder straps a minimum of one inch wide.

2. Shoes must be worn at all times and should be safe for the school environment (slippers shall not be worn, except for school activities approved by administration).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats and caps are not allowed unless permitted for religious, medical, or other reasons by school administration. Hoodies may be worn with hoods down in the building. Students will be asked to take off the hoodie if it becomes a persistent problem.

Additional Requirements:

1. Clothing may not depict, imply, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
3. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
4. Sunglasses may not be worn inside the building.
5. Clothing and accessories that endanger student or staff safety may not be worn.

The administration reserves the right to determine what constitutes appropriate dress and a conversation is had with a student by either a counselor or administrator. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses to wear dress-code appropriate clothing.



## INAPPROPRIATE BEHAVIOR

### [Board Policy [503.1](#)]

Inappropriate contact such as but not limited to: wrestling, shoving, grabbing, embracing, kissing or fondling by students is not appropriate behavior at school, on school transportation, or at school events. This is a place of business and students are expected to conduct themselves in a manner becoming that fact. Inappropriate behavior of students, such as but not limited to: fighting, swearing, stealing, repeated violations of the school's policies (incorrigible behavior), vandalism [including vandalism to personal property of others on school grounds], distributing, dispensing,

manufacturing, using, being under the influence of or possessing tobacco, illicit drugs, alcoholic beverages, controlled substances, inhalants or “look-a-like” substances that appear to be tobacco, beer, wine, alcohol or controlled substances or possessing any weapons, dangerous objects or look-a-likes on the school grounds or at any school activity, will result in immediate disciplinary action. Stealing, vandalism, or illegal use of drugs, tobacco, or alcoholic beverages is unlawful and may be referred to the Polk County Sheriff's Office. A cooperative effort with the student, parent/guardian, sheriff's office, and principal will result in an attempt to correct the situation. Such conduct may result in disciplinary measures, up to and including: detention, in-school suspension, out-of-school suspension, Good Conduct Rule penalties or expulsion.

**\*Possession of weapons off of school property for an appropriate purpose, as determined by district administration, does not constitute a violation of our code of conduct policy.**

### **RESPECT FOR TEACHERS AND AUTHORITY**

In order to maintain a good educational atmosphere, it is necessary for students to understand and respect the authority of the teachers and other adults working in the school. Student conflicts sometimes arise in the classroom and other areas of school property. These conflicts should be resolved in a quick and equitable manner. Students who lose their tempers or control are not only causing problems for themselves, they also interfere with the education of others. Students should understand the adults in the school represent the parents/guardians and have the authority and control of the students.

## **DANGEROUS ACTIONS OR OBJECTS/WEAPONS**

**[Board Policy [502.6](#)]**

### **DANGEROUS ACTIONS OR OBJECTS**

Students who pose a threat to the health or safety of themselves or others in the school may be immediately suspended and recommended for expulsion. Such threats can be demonstrated through assault on another, verbalized intent to injure or attempts to injure him/herself or another, possession of weapons and/or any explosive materials or devices on school property, or any willful action expected to cause harm to persons or property.

Examples of dangerous actions, which will be a violation of this policy shall include, but not be limited to, the use or possession of firecrackers, the lighting of any unauthorized fire, and causing any false alarm to be sounded or reported. If a dangerous object is seized, there shall be no expectation of return.

Persons found in violation of this policy should expect to be denied access to school property and all school functions. So there can be no misunderstanding, even a student who has completed all requirements for graduation, found in violation of this policy, can expect to be denied the right to be present at commencement exercises.

**Violators of this policy may be reported to civil authorities.**

### **WEAPONS**

The Board believes weapons, other dangerous objects, and look-alikes in school district facilities are disruptive to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district property and events are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes 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 shall be notified of the incident. Confiscation of weapons, dangerous objects or look-a-likes shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. If a weapon and/or dangerous object is seized, there shall be no expectation of return.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have 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 any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **SMOKING, DRINKING AND DRUGS**

### **[Board Policy [502.7](#)]**

Tobacco, alcoholic beverages, illicit drugs, controlled substances, inhalants or "look-a-like" substances, or paraphernalia commonly used in connection with such substances, including but not limited to personal vaporizers (electronic cigarettes and all related devices) pot pipes, roach clips, syringes, measuring devices and burning bowls are forbidden products for a student to have in his/her possession while on school property or at any school function, whether or not that function is on or off school premises. These products are considered to be detrimental to the health and well-being of students and, furthermore, are unlawful.

Students who are involved in the drinking of alcoholic beverages; the use of tobacco, illicit drugs, controlled substances, inhalants, or "look-a-like" substances that appear to be tobacco, beer, wine or controlled substances, or possession of the same; or the selling/buying or having intent to sell/buy the same; or who are under the influence of alcohol, illicit drugs, controlled substances, or inhalants while on school property or while attending or engaged in school activities (on or off school property) shall be removed from the property or activity and shall be suspended from school.

Involvement in these types of activities could result in the student and his/her parent(s) or guardian(s) being required to meet with the Board of Education to determine his/her further status with the school. Students who are involved in any of the above unacceptable activities will be suspended from participation in extracurricular activities, including, but not restricted to: athletic contests, dances, banquets, or any other non-academic activity for a period of time to be determined by the administration. Students may also be required to satisfactorily complete a substance abuse course. For students under the age of 21, local law enforcement will be notified.



## ELECTRONIC DEVICES

### [Board Policy [508.7](#)]

The Board believes that communication devices, including, but not limited to cellular phones, earbuds, bluetooth enabled watches, or other varieties of digital personal devices can cause disruption to the school environment and interfere with student learning. The school is not responsible for damage or theft of any personal devices.

Students will not be allowed to use cellular phones or other personal electronic devices in classrooms. Any such devices brought into the building must be stored in a student locker and shut off. Any exceptions to the above must have the prior approval of the administration.

Any student who refuses the request of a staff member to put their electronic device away will be directed to report to the office and addressed accordingly by administration. The first time a cell phone is confiscated, the student may retrieve it from the office at the end of the school day. The second violation requires a parent/guardian to pick up the device from the office. A third violation requires the student to turn it in to the office at the beginning of each day for an indefinite period of time. The use of a phone to take pictures in locker rooms, bathrooms, or any area where a student may disrobe, or without permission of the photo subject is strictly forbidden. Audio or video reproduction and/or posting of such video to the internet or use in any other way without prior permission from the teachers, administration, or designee is also strictly forbidden. Violation of this rule can result in the following, up to and including but not limited to: loss of the device for a period specified by administration, loss of school privileges, punishment up to and including detention/suspension, referral to law enforcement, or in severe cases, taken before the Board for purposes of expulsion.

### **TOYS, GAMES, ACCESSORIES, ETC.**

Students should not bring handheld gaming devices, iPods, MP3 players, radios, or other toys to school. At the discretion of the teacher, students may use wired headphones/earbuds. Loss or destruction of said items will not be replaced at school expense. These items may only be used at school with permission of administration.

## CARE OF BUILDINGS & EQUIPMENT

All students are responsible for leaving the school buildings and equipment in the same condition as when such facilities were made available to them, except for reasonable wear with proper use. Students will be held responsible for any damage to school properties; fines or cost of repair will be assessed when necessary.

## WILLFUL DESTRUCTION, DAMAGE, OR DEFACING OF SCHOOL EQUIPMENT OR PROPERTY

### [Board Policy [502.2](#)]

Chapter 714, Section 714.3 of the Code of Iowa covers destruction of this nature: "714.3 Defacing Buildings. If any person willfully writes, makes marks, or draws characters on the walls or any other part of any church, college, academy, schoolhouse, courthouse, or other public building, or on any furniture, apparatus, or fixtures therein; or willfully injure or deface the same, or any wall or fence enclosing the same, he shall be fined not exceeding one hundred dollars, or imprisoned in the county jail not more than thirty days."

## **STUDENT SPORTSMANSHIP & BEHAVIOR AT ALL STUDENT ACTIVITIES**

### **[Board Policy [508.6](#)]**

Students should remember that their conduct is a representation of the school. They should concentrate on cheering the team to victory by sitting in the cheering section and cooperating with the cheerleaders. They will cheer and not boo. Students should be hospitable to all visitors and guests. Students should display proper decorum at public events. Obnoxious, disorderly, disruptive or harassing behavior will result in removal from the premises.

Pep rallies are held to help to foster school spirit, build school morale, and encourage the players.

## **SEARCH & SEIZURE**

### **[Board Policy [502.8](#)]**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in board policy to maintain order and discipline in the schools, to promote the educational environment, and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search with no expectation of return.

## **DETENTION**

Students can receive detention as a result of violating a school rule/policy. If this happens, parents will receive a call or email from the teacher, administration or an authorized school staff member the day the detention is issued. Teachers may assign detention for classroom misbehavior at their discretion and will notify parents of the consequence.

## **IN-SCHOOL SUSPENSION**

ISS may be applied as a progressive consequence for repeated or egregious violations of the high school's student behavior code, tardy policy, or attendance policy. ISS will be served on the

district's campus under the supervision of a certified teacher/substitute teacher or building administration.

## STUDENT IN GOOD STANDING

To be considered a student in good standing, students must meet the following criteria:

- Academically eligible
- No outstanding detention
- No outstanding fees/fines

\*The inability to meet the above criteria, will impact students in regards to their participation in school sponsored activities, which will be determined by building administration.

## STUDENT GOOD CONDUCT RULE

### [Board Policy [503.4](#)]

Extracurricular activities are an integral part of the total educational opportunity for all students. The primary objective of the extracurricular program is to encourage student participation in a structured, wholesome, well-supervised setting. The opportunity to participate is a privilege available to all students. When the students are granted this privilege, they accept the responsibility of following behavior guidelines outlined in policies and rules established for administration of the extracurricular programs. Because the participants represent the community of Bondurant-Farrar and its schools in extracurricular activities, they are required to adhere to even more stringent and demanding behavior codes.

Considering the wide scope of extracurricular programs and the wide variance in the lengths of participation seasons, one extracurricular activities policy cannot fully cover students involved in all activities. Consequently, applying one set of rules to all activities is not feasible. Therefore, activities which have similar characteristics will be grouped together and a policy written to cover each group. This will ensure that the rules governing participants' behavior take into consideration the uniqueness of each group's programs while establishing as much consistency among groups as possible. The groups consist of: (1) athletic and related programs which include students participating in interscholastic athletics and related programs; and (2) approved non-athletic programs, any and all other school activities, events or functions.

The determination of the violation of this policy is the responsibility of the school principal/designee. In addition to the above conditions, those in charge of extracurricular activities can establish and enforce additional reasonable team or activity rules, and rules of conduct can be established and enforced. These rules are subject to approval by the school principal/designee.

#### I. INFRACTIONS INVOLVING ATHLETIC AND RELATED PROGRAMS

Student participants in this group have dual responsibilities; first, those relating to the constitution and by-laws of the sponsoring state athletic organization, Iowa High School Athletic Association (IHSA) for boys and the Iowa Girls' High School Athletic Union (IGHSAU) for girls and second, those relating to local standards set forth in the latter portion of this policy.

No school sponsored athletic program will exist without approval from the board. Designees of the

board, the secondary building principal, athletic director, and coaches have the responsibility for enforcement of the rules and regulations governing participation in boys' and girls' athletics and related programs.

A. POLICY VIOLATION

A student who is participating in interscholastic athletics and related programs [cheerleading, dance squad] will be in violation of this policy under the following conditions:

1. Violation of Board Policy #502.7 - Smoking, Drinking and Drugs at any time or any place;
2. Inappropriate behavior of students, such as but not limited to: offenses resulting in suspension, repeated violations of school policies, fighting, swearing, stealing, vandalism, distributing, dispensing, manufacturing, using, being under the influence of or possessing tobacco, illicit drugs, alcoholic beverages, controlled substances, inhalants or "look-a-like" substances that appear to be tobacco, beer, wine, alcohol or controlled substances or possessing any weapons, dangerous objects or look-alikes at any place or time, during the school year or during the summer months may make the student ineligible to represent the district. Possession of weapons off school grounds for an appropriate purpose, as determined by district administration, does not constitute a violation of our code of conduct policy.
3. Violation of board policy rules governing organizations.

B. PENALTIES FOR VIOLATION

The school principal/designee will be responsible for enforcing penalties under this policy.

The student who violates this policy shall be declared ineligible to represent the school for the following periods:

1. First violation: One-fourth of the season's competitive events. In addition, 10 hours of community service will be completed prior to reinstatement.
2. Second violation: Two-thirds of the season's competitive events. In addition, 20 hours of community service will be completed prior to reinstatement. If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to return to activities.

This penalty is to be served in addition to a first violation penalty.

3. Third violation: Loss of participation in extracurricular activities for one full year from the date of discovery of the violation. Students who commit a third violation will also be required to perform 30 hours of school/community service. If the violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program. Failure to complete the substance abuse program and/or the 30 hours of school/community service will result in further suspension from activities until completion.
4. Fourth violation: Loss of participation in extra-curricular activities for the remainder of the student's school years at that building level. Student records will be cleared at the end of eighth grade, provided penalties have been completed. If a penalty is carried over into the ninth grade year, the student's record will be cleared once the penalty has been completed.

All penalties will be assessed on the events of an entire competitive season. The ineligibility restitution program consists of a period of time during which the student is required to participate but not compete in an athletic event or related program. Participation by the student refers to the student's commitment to an activity program from the beginning of an activity season until the last scheduled event. This includes taking part in all phases of the activity, including meetings, practices, etc., but not in competitions/performances. The determination that the student has satisfactorily participated in the activity is the responsibility of the principal/designee. Participation in a specific activity must be established prior to a Code of Conduct violation; that is, a student may not elect to participate in an activity solely for the purpose of serving a period of ineligibility.

Ineligibility must be served through non-participation in consecutive events. If the penalty for ineligibility cannot be served in the time remaining in the season, the unserved penalty will be carried over to the next activity in which the student participates.

## II. INFRACTIONS INVOLVING NON-ATHLETIC PROGRAMS

No school-sponsored extracurricular activities will exist without approval from the board. Designees of this board, including the secondary principal and activity sponsors, have the responsibility for enforcement of the rules and regulations governing participation in school activities non-athletic in nature.

### A. POLICY VIOLATION

A student who is participating in instrumental music, flag corps/color guard, vocal music, drama, speech, musicals and plays, and/or other non-athletic activities or groups will be in violation of this policy under the following conditions:

1. Violation of Board Policy #502.7 - Smoking, Drinking and Drugs at any time or any place;
2. Inappropriate behavior of students, such as but not limited to: offenses resulting in suspension, fighting, swearing, stealing, vandalism, distributing, dispensing, manufacturing, using, being under the influence of or possessing tobacco, illicit drugs, alcoholic beverages, controlled substances, inhalants or "look-a-like" substances that appear to be tobacco, beer, wine, alcohol or controlled substances or possessing any weapons, dangerous objects or look-a-like at any time or place during the school year or during the summer months may make the student ineligible to represent the District;
3. Violation of board policy rules governing organizations.

### B. PENALTIES FOR VIOLATION

The school principal/designee will be responsible for enforcing penalties under this policy.

A student involved in a dramatic and/or music production, including the play and school musical, will be ineligible and withheld from the performances of that production.

A student who is involved in Large Group or Individual Speech will be ineligible for the next speech season for which they are eligible.

A student who is a member of a vocal and/or instrumental music group, flag corps/color guard, and/or any other non-athletic group or organization at B-FHS will be withheld from performing or participating, including competitions or events such as Prom, Homecoming, or any other school-sponsored event, for a period of:

1. First violation: One-fourth of the season's competitive events/performances. In addition, 10 hours of school/community service will be completed prior to reinstatement.

2. Second violation: Two-thirds of the season's competitive events/performances. In addition, 20 hours of school/community service will be completed prior to reinstatement. If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to return to activities.

This penalty is to be served in addition to a first violation penalty.

3. Third violation: The student will be withheld for a period of one full year from the date of discovery of the violation. Students who commit a third violation will also be required to perform 30 hours of school/community service. If the violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program. Failure to complete the substance abuse program and/or the 30 hours of service will result in further suspension from activities until completion.
4. Fourth violation: Loss of participation in extracurricular activities for the remainder of the student's years at that building level.

Student records will be cleared at the end of eighth grade, provided penalties have been completed. If a penalty is carried over into the ninth grade year, the student's record will be cleared once the penalty has been completed.

A student who is a member of any other extracurricular club or organization will be withheld from school activities and/or public performances for a period of:

1. First violation: The student will be ineligible and withheld from school activities and/or public performances for five (5) weeks. In addition, 10 hours of school/community service will be completed prior to reinstatement.
2. Second Violation: The student will be ineligible and withheld from school activities and/or public performances an entire performance season. If the violation involves substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to participate in activities. In addition, 20 hours of school/community service will be completed prior to reinstatement.
3. Third violation: The student will be ineligible and withheld from school activities and/or public performances for a period of one calendar year. Students who commit a third violation will also be required to perform 30 hours of school/community service. If the violation involves substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program. Failure to complete the substance abuse program and/or the 30 hours of service will result in further suspension from activities until completion.
4. Fourth violation: Loss of participation in extracurricular activities for the remainder of the student's school years at that building level.

Student records will be cleared at the end of eighth grade, provided penalties have been completed. If a penalty is carried over into the ninth grade year, the student's record will be cleared once the penalty has been completed.

The period of ineligibility consists of a period of time during which the student is required to participate but not compete or perform in the program.

The determination that the student has satisfactorily participated in the program is the responsibility of the principal/designee and sponsor.

### III. INFRACTIONS RELATED TO NON-PARTICIPANTS IN SCHOOL ACTIVITIES

Students who are not participating in school-sponsored athletics or activities are expected to meet the same expectations of conduct within the school and the community as those students who are doing so. Thus participation in school-sponsored activities of any sort is a privilege and dependent upon the individual student's conduct.

#### IV. INFRACTIONS INVOLVING ATHLETIC, ATHLETIC RELATED, AND NON-ATHLETIC PROGRAMS

For those students who are involved in athletics, athletic related, and non-athletic programs, violation of this policy may result in a period of ineligibility under both programs in order for a full penalty to be served.

#### V. CLEARING RECORD OF VIOLATION FOR POLICY 503.4

Student records will be cleared at the end of eighth grade, provided penalties have been completed. If a penalty is carried over into the ninth grade year, the student's record will be cleared once the penalty has been completed.

#### VI. NOTIFICATION AND APPEAL PROCESS

Whenever a student is found to be in violation of this policy, the following appeal procedure will be set in motion. During the appeal process, penalties assessed to the student will be enforced.

- A. The student and the student's parent/guardian shall be immediately notified by letter. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. In addition, the parent/guardian may have a conference with the principal/designee regarding the situation of their student.
- B. The student or the student's parent/guardian has the right to appeal the decision. This appeal must be filed, in writing, with the superintendent/designee within five (5) school/business days of receipt of the notification letter or of the conference between the principal and parent/guardian.
- C. Upon receipt of the appeal, the superintendent/designee shall review the circumstances and evidence regarding the case. The superintendent/designee shall have three (3) school/business days to render a decision. The student and the student's parent/guardian shall be immediately notified by letter of that decision.
- D. The student or the student's parent/guardian will be given three (3) school/business days after receipt of the notification letter to file a subsequent appeal, in writing, with the board. The appeal will be heard at the earliest possible opportunity but no later than ten (10) days following the filing of an appeal.
- E. The appeal will be conducted in closed session, before the board, with both the student and his/her parent/guardian and legal representative, if desired, and the district's involved administrative personnel, including the building principal and athletic director or sponsoring staff, and a legal representative, if desired, in attendance. However, any formal action by the board concerning this case must be taken at an open meeting.

## ACADEMIC ELIGIBILITY POLICY

[Board Policy [504.11](#)]

It is the belief of the Bondurant-Farrar Junior High School that students are accountable for their academics in order to participate in interscholastic activities. Bondurant-Farrar Junior High School will follow the policy listed. Coaches, teachers, and administration will share the eligibility policy document before a student can begin participating in an extracurricular activity.

An ineligibility list will be compiled every four and half weeks of the school year. A student must be passing all classes at that time or miss one competition. If a student is failing because of an assessment, the student is responsible for completing the retake and/or have it scheduled to remain eligible for competition. If a student is deemed ineligible, the student, parent/guardian, and coach will be notified by teachers and/or administration. Any ineligible student is allowed to travel with the team to away events. Administration has flexibility to determine eligibility for extenuating circumstances.

## TRANSPORTATION

**Safety, Rules & Expectations** - please refer to the [transportation policies](#) on the BFCSD website. For additional rules and practices related to transportation services, please reference the board policies included in the link above.

## DAILY ATTENDANCE FOR ACTIVITY PARTICIPATION

Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by administration for the student to be absent.

## LUNCH/BREAKFAST/SNACKS

[Board Policy [508.3](#)]

### **LUNCH**

The school food service workers provide balanced meals for our students. With that in mind, we remind our patrons that pop is discouraged at lunchtime.

Lunch will be served each day in our schools. Lunch deposits will be made online. You may place any amount you wish into your child's lunch account fund. A lunch history is available to the parents/guardians on their Infinite Campus portal.

Parents/Guardians are welcome to eat lunch with their children; however, we ask that you notify the school for a reservation.

### **LUNCHROOM CONDUCT**

Students are expected to conduct themselves as responsible citizens while in the lunchroom. The lunchroom should be a pleasant and enjoyable place for all. All students are asked to follow these rules:

1. Visiting may happen between students at the table.
2. Stay seated until given permission by an adult to get à la carte, use the restroom, etc.
3. Food is to be eaten or kept on the tray until it's time to clean.
4. Treat others with kindness while eating.
5. Use acceptable table manners while eating.
6. Students are responsible for keeping the table and floor area clean where they are seated.



7. Students are to be respectful at all times during lunch.
9. Due to health concerns, no trading food.

When students do not follow lunchroom conduct, administration addresses the behaviors with detention and removal from the cafeteria. When lunchroom conduct is not followed within the grade level, administration addresses the behaviors with a seating chart.

### **SNACKS/TREATS**

All snacks sent to school for the consumption of others must be pre-packaged. In an effort to support the Healthy Kids Act, we encourage parents/guardians to provide healthy alternatives for classroom celebrations. Students are prohibited from bringing high caffeine/high sugar “energy drinks”, or coffee to school as they may pose a significant and immediate health risk. Students may bring a bottle which can only have water during the school day. Food and drink may only be consumed in designated areas and items stored in lockers must be unopened. Information about the Healthy Kids Act can be found on the Iowa Department of Education website.

Also, students in our school have food allergies, and we specifically have students with significant and severe peanut allergies. Teachers and appropriate staff will be made aware of these allergies, and any student who sees potential dangers or contaminants should contact school staff immediately so it can be addressed. Being allergen aware as students, parents, and staff allows all junior high school students to learn how to support peers in developing self-awareness about these potential health risks.

**Meal Charges** - Refer to [**Board Policy 710.4**] regarding payment of meals and negative account balances.

**Free and Reduced Price Breakfast/Lunch—HAWK-I Insurance:** Parent(s)/guardian(s) may request an application form for free or reduced-price breakfasts/lunches from the building principal. The principal shall make a decision based on the information provided and in accordance with the guidelines established by the Nutrition Division of the Iowa Department of Education. Parents are also eligible to apply for low- or no-cost health insurance for their children through the state’s Healthy And Well Kids in Iowa (HAWK-I) program.

## **MISCELLANEOUS INFORMATION**

**Bulletin Boards/Postings:** Students who wish to post or distribute information must receive permission from the principal or designee prior to posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal or designee can explain or answer questions regarding the school rules on posting and distributing materials.

**Lockers and Desks:** Students will be assigned lockers by the office. Students must continue to use the locker assigned until approval to use another is secured from the proper authority. School lockers are not places of storage for items of a private or personal nature. Students are to use lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities, and outerwear clothing. Students are not to leave money or items of value in their lockers. All lockers are equipped with locks and should be kept locked.

**Backpacks/Purses:** Backpacks/book bags and purses are to remain in student lockers throughout the day. They are not to be taken to classes.

To ensure students are properly maintaining their assigned locker, administration may periodically inspect the lockers. Student lockers may be searched any time administration determines that a search is necessary.

**Food Rules:** Approved activities for bringing food to a classroom for an approved activity is permitted, under the following guidelines and recommendations as per the Healthy Kids Act: All snacks sent to school for the consumption of others must be pre-packaged. In an effort to support the Healthy Kids Act, we encourage parents/guardians to provide healthy alternatives for classroom celebrations. Information about the Healthy Kids Act can be found on the Iowa Department of Education website. **Ordering outside food to be delivered to the school is not allowed.**

### **PARENT/GUARDIAN VISITATION AND OTHER VISITORS**

Parents/Guardians are welcome and encouraged to visit their child's/children's class any time after the first and prior to the last week of school. The first time visiting, the school requires visitors to provide a driver's license to enter into the system. Prior to visiting the classroom, parents/guardians must be checked in by the school security monitoring system in the office and be issued a visitor's tag. Visitors who do not may be asked to leave. Any parent/guardian wanting to visit may do so at any time during school hours, except when a class may occasionally be involved in an activity, such as the administration of state/district assessments, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the principal shall advise the parent of the special situation and shall, at the time, arrange for a visitation at a later date. Parents/Guardians are encouraged not to bring younger brothers and sisters along during the visit.

The principal or designee shall accompany the parent/guardian to the classroom involved. While visiting a classroom, a parent/guardian must not interrupt the class in any way. If the parent/guardian desires to ask questions or to confer with the teacher, he or she must make arrangements for a conference with the teacher upon leaving the classroom or contact the teacher at a later time for an appointment.

In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom, and shall have the right to determine a reasonable period of time for a visitor to remain in the classroom.

A parent/guardian having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. The principal's office is to have full knowledge at all times of the number and whereabouts of visitors in the building.

Students wishing to have a friend or relative visit them may have visitors eat lunch with them if pre-arranged and approved by the principal or designee. Visitors are not allowed into the classrooms unless under very unique and special circumstances and only with the permission from the building principal.

The principal shall have complete authority to exclude from the school premises any persons whom he or she has reason to believe are disrupting the educational programs in the classroom or in the school, are disrupting the teachers or children on the premises, or whom the principal believes are on the premises for the purpose of committing an illegal act.

**Fund Raising [Board Policy 704.6].** Students may raise funds for school-sponsored events with prior permission of the Activities Director and Building Principal. Fundraising at school by students for events other than school-sponsored activities is not allowed. Building administration should be notified of any intent to do fund-raising activity.

**Administrative Statement on Early Dismissal [Board Policy 507.11].** When it is necessary for school officials to dismiss school early as a result of inclement weather or other emergency conditions, practice sessions related to extra-curricular activities shall generally not be permitted. As soon as all students have exited the building, the building will be secured.

**Make-Up Work.** When a student is absent from school, whether the absence is excused or unexcused, he/she will be required to make up all work that was missed during the absence. The student will have one day to make up work for each one day of absence.

**Leaving School during the School Day.** Students leaving school before the normal dismissal time must have the principal's permission. If parents/guardians want an early dismissal for their son/daughter, they must call the principal or must sign a written request stating the reason. Students who have been authorized to leave early are to check out in the principal's office prior to leaving the building. Unauthorized leaving will constitute truancy. Any student who leaves the school campus without permission from a school official may be disciplined.

**Emergency/Physical Removal** The purpose of this policy is to give permission and authority to the school administrators to physically remove a student from a classroom, school facilities, or grounds when it has been deemed necessary in handling disciplinary matters. In the event a student becomes belligerent, the school administrators may incorporate the help of other school personnel in order to remove the student. In some cases, it may be necessary to have law enforcement authorities become involved in the situation.

**Physical Restraint [Board Policy 503.6]** State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parents. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website link [Chapter 103](#)

**Bus Safety Rules [Board Policy 508.5, 711.2]:** Buses will load and unload on the south side of the junior high. Students are to stay on the walks. Rules, policies and procedures regarding transportation will be followed. The principals and superintendent have the authority to notify students and parents/guardians if students will not be provided with school transportation due to misbehavior.

**Travel for Out-of-town Events [Board Policy 711.3]** Students must ride school transportation to and from school events unless the following occurs:

1. Prior approval from the administration has been arranged.
2. A parent/guardian has signed off their student in the presence of the coach/sponsor at the event.
3. A parent/guardian may give their student permission to ride home with someone else if the following occurs:
  - a. School is contacted by the parent on or before the day of the event
  - b. A written note from the parent/guardian is given to the coach/sponsor in person before the event. **AND**
  - c. The student must be signed off in person by their parent/guardian
  - d. **The student must ride with an adult.**

**School Dances [Board Policy 504.8]:**

School dances are for Bondurant-Farrar students. Dances will be grade level designated. Junior High school students are not eligible to attend any high school dances. High school students are not eligible to attend junior high school dances.

**Fire and Storm Evacuations:** Bondurant-Farrar Junior High School has developed procedures for both fire and storm situations. Evacuation routes in both cases are posted at the doorway of each class area. Students and staff should become familiar with where they should be before the need arises.

A. **Fire Drill:** The fire alarm is a loud, constant ringing. When the fire alarm sounds, all personnel will vacate the building immediately. Teachers will be sure that all windows and doors are closed and all lights are off when they leave a room. Students will not run, but keep moving as rapidly as possible. They will not talk. The first two persons to an exit will hold the doors open until the last person is out, and then close the doors. After leaving an exit, all will proceed in an orderly fashion to a safe distance from the building. Students will follow the direction of the teacher in charge. In the event of mud or snow, everyone will stay on the sidewalks or drive.

Fire drills will be held at intervals during the year to make certain that a rapid, but orderly, exit may be made from the building at any time. When the signal for a fire is given, everyone will leave belongings and go quickly and orderly to the exit nearest them and on the side of the hall nearest the class they just left. Everyone should walk rapidly, but not run or jump.

B. **Tornado or Storm Procedure:** The storm alert is a verbal announcement over the school intercom system. Time is very important in this situation. If a storm hits before a person is in a designated area, they should sit in the corridor against the inside wall. Students and teachers should not remain in a classroom or other area that has windows.

**No School, Late Start, or Early Dismissal Announcements:** In an effort to make a determination by 5:45am, district staff will be out on the roads as early as 4:15am. We consult a variety of sources and work with area superintendents to make the most informed decision possible. Despite our best efforts, we know that things change in a matter of minutes. Families must ultimately determine, individually, if they are comfortable sending their student to school in inclement weather.

In the event of a school cancellation or delay, Infinite Campus will be the primary communication tool used by the district. Families will receive communication in the form of a phone call, email, and, after opting in, a text message. Posts will also be shared on the district's Facebook and Twitter accounts, however the most up-to-date and accurate communication will be sent to families via Infinite Campus.

In addition to direct notifications, the following local media outlets will be contacted as time allows.

**Television:** WOI-Ch. 5; KCCI-Ch. 8; WHO-Ch. 13

**Radio:** 1040 WHO; KISS 107.5; The Bus 100.3; ALT 106.3; 1460 KXNO; The Bull 96.9

**Other:** www.desmoinesregister.com; 13 Now App

Parents are asked not to call the school during storm conditions except in cases of extreme emergency. We will remain in session unless announced otherwise. It may be possible that at times the entire district is not affected by poor weather conditions; individual drivers may be delayed. However, when school is closed (canceled) because of weather, all schools will be closed. Make-up days will be scheduled so that students will attend school for the minimum number of school days per year prescribed by statute, Iowa Department of Education, and Board policy.

**School Telephones:** The office telephone is a business phone and should be used by students **for emergencies only**. Parents should not call the school to talk to students, except in cases of real emergency. Tardies to class or absences from class because students are using the telephones are unexcused unless a pass is received from the principal. Phones are answered in the junior high school office between 7:30 A.M. and 4:00 P.M. The main junior high school phone number is 957-7970. The bus garage is 967-2891 and the central office is 967-7819.

**Student Health [Board Policy 507.4].** In the event of illness or injury to a student, emergency first aid will be given. When the illness/injury warrants, the student will be transported in the most appropriate manner to a medical facility and the parent/guardian will be notified. Fees of the doctor and/or hospital will be the responsibility of the family. When school personnel determine that a student needs to leave school because of illness, the parent/guardian will be notified before the student is allowed to leave the school. Students who desire to represent Bondurant-Farrar in interscholastic sports or cheerleading shall have the approval of a physician. Principals shall exclude from school any students believed to have communicable diseases that may endanger the health of others pending a receipt of a physician's statement in regard to the student's health or until a required number of days has elapsed. Students may be excused from certain kinds of activities upon the presentation of a statement from a qualified physician.

**Refund Provisions.** Students transferring to another school district during the school year will receive a refund based on the proportion of time remaining in the school year. This refund will include book rentals, lab fees and lunch tickets only. Refunds for lunch and milk will not be made at the end of the school year.

**Waiver of Student Fees [Board Policy 503.3].** Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible for reduced rates or a waiver of fees.

**Student Publications: [Board Policy 504.3]** Board of Education policy outlines code regarding student publications. Information can be obtained from the student publications teacher/sponsor or the office.

**Student Records: [Board Policy 506]** Student information is considered confidential in accordance with state and federal guidelines. For questions concerning student records, please contact a guidance counselor or the office.

**GANGS:** Students are not allowed to do the following:

- Wear or display gang related or colored handkerchiefs
- Wear clothing associated with gangs
- Wear gang related jewelry
- Throw hand signs or gestures
- Write or draw gang graffiti on any school property, planners, or on themselves
- Say gang related slang words
- Participate in gang activities or recruitment of members while on school grounds

Anyone involved in gang related activities or graffiti can be charged with criminal gang participation--- 723A.2, which is a minimum of a class "D" felony.

**After School Plans:**

Please be sure that your child is aware of what their after school plans are before school. If it is something other than the usual plans, please write a note or email to the school secretary and include your child in the email. While we understand that emergencies happen and circumstances

come up during the day, we discourage habitual calling to leave messages with your child. Also, please be sure your child is picked up within ten minutes of dismissal time unless other arrangements have been made.

### **Bicycles, Scooters, Skateboards and Skates:**

Parents should consider the risks of allowing students to ride their bikes, scooters, skates, skateboards, or other items to school.

1. Bikes are to be parked in the bike racks near the main entrance of the building.
2. No bikes, scooters, skateboards, or skates can be ridden on school property. This includes school sidewalks.
3. The school will not be responsible for damage to or theft of any of these objects.
4. Scooters, skates, skateboards, etc. must be kept in lockers if there is room. If there is no room in the lockers, students may be asked to leave them outside

### **Volunteers/Field Trips:**

Volunteers are an important part of the school program. Parents/guardians may help chaperone students on field trips. We welcome their help and attendance. However, the school does not allow younger siblings to attend these trips. The trips are part of an educational experience and will be treated as such. All students are required to ride the bus to/from all trips; parents are not permitted to provide transportation for students unless previous arrangements have been made with the principal. Parents/guardians who are not able to help at school may volunteer to provide nutritious treats and refreshments for class parties. Volunteers that are asked to directly supervise students on field trips or in the school must fill out and file a background check with the school. This must be done annually.

### **Library/ Media Center:**

The library contains resource books, periodicals, and recreational reading materials. Materials maintained in the library are consistent with all applicable laws and board policy. Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Students are permitted to check out books from the school library at selected times. Books checked out of the library are the responsibility of the student. Lost or damaged books must be paid for by the student responsible. It is important to have the books returned at the proper time to help prevent lost books. The student must follow the appropriate procedures for checking out materials. Makerspace activities are completed at the discretion of the staff in the library.

**Inspection of Instructional Materials:** Parents and other members of the school district community may view the instructional materials used by the students upon request. Persons wishing to view instructional materials or to express concerns about instructional materials should contact a school administrator.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact a school administrator who will provide all necessary forms.

### **Student Disclosure of Identity:**

Students may make a request to a licensed employee to accommodate gender, identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the principal who will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

### **Restrooms**

Students will have access to restrooms to primarily be used during passing periods, lunch, before

school, and after school. On occasion, students may use the restroom during class time. Students will use the restroom located closest to the classroom they are attending.

Only one student is allowed in the stall at a time, and at no time should more than one student be in a stall in the restroom. Students should thoroughly wash and dry their hands after using the urinals or toilets. The restroom is not a gathering place for students.

A student who, for any reason, desires greater privacy and whose parent or legal guardian provides their consent may submit a request to school officials for access to alternative facilities.

**Title IX:** See the district's [website](#) for required Title IX information.

## Health Information

### **SCHOOL NURSES**

The school nurses will serve all attendance centers on the Bondurant-Farrar Campus. They supervise the various health programs of the schools and work with children on current health problems. Each building secretary is always knowledgeable of the nurse's schedule.

### **IMMUNIZATIONS**

By the day of enrollment, parents/guardians must submit the necessary data to show their child has completed his/her immunizations or qualifies for a provisional certificate (has received one dose of each of the above vaccines and is under medical care for completion of the necessary immunizations). [Board Policy 507.1](#)

### **ANNUAL SCREENINGS**

Hearing screenings are periodically provided by Heartland Area Education Agency staff. Parents will be notified about the results of these screening only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please contact the school nurse.

### **DENTAL AND LEAD SCREENING**

All students entering kindergarten are required to provide proof of dental and lead screening prior to the first day of school. Another dental screen will be required prior to entry into 9th grade.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

- A. Proper labeling:
1. Prescribed medication: All prescribed medications shall be maintained in the original prescription container and labeled with the following:
    - Name of student
    - Name of medication
    - Directions for use/storage
    - Name of physician
    - Name and address of pharmacy
    - Date of prescription
  2. Over the counter medication: All over the counter medications shall be maintained in the original container in which they were purchased.
- B. Parent/Guardian written consent on a dated statement:



A parent/guardian signature on a statement requesting and authorizing the school personnel to administer the medication must accompany the medication. [BP 507.2](#)

- C. Record of administration:  
Each time the medication is administered, a record shall be maintained in the nurse's office. The record shall include the student's name, date, time, name of the medication, amount given per electronic charting.
- D. Medication reactions:  
Any unusual conditions or behaviors following the administration of medication should be reported to the school nurse, if available or to the parent/guardian immediately. Reactions to medication should be recorded.
- E. Definition of medications:  
Those health products covered by the medication policy include all prescription medications and over-the-counter products, including but not limited to: pain relievers, cold remedies, cough syrups, antacids, cough drops, throat lozenges, etc.
- F. Security:
  - 1. No medications are to be carried during school hours by students nor stored in pockets, purses, school bags, lunch boxes, lockers, teacher desks, sports equipment bags, etc. The only exception would be with a physician's written orders and a parent/guardian written authorization for a student to carry the medication with him/her for self-administration as necessary (ie. inhalers, diabetic supplies, emergency medications).
  - 2. **ALL** medications, either prescription or over-the-counter, must be brought to the school nurse by a parent or other authorized and approved adult. *Parents/authorized adults will be required to double count and sign a form for all refills and returns. Absolutely no medications are to be transported to/from school by any student. Any student found with unauthorized medications will be referred to school administration.*
  - 3. All medications will be stored in a secure area, accessible only to those who are authorized to administer the medication.
  - 4. The building principal shall designate those in each building who are authorized to administer the medications. Those authorized will receive instructions from the school nurse concerning administration and confidentiality of medications.
  - 5. At the end of the school year or the end of the dispensing time, remaining medication must be picked up by the parent or an authorized and approved adult within two weeks of the last day of school. All medication not picked up will be disposed of in an appropriate manner in accordance with medication disposal guidelines as set forth by the DEA (Drug Enforcement Agency)
- G. Tylenol/acetaminophen (Advil/ibuprofen – High School and Middle School Only)  
Tylenol/acetaminophen medication will be available in each building and may be administered to students if the registration form signed by the parent or guardian indicates permission. After ten doses of OTC pain reliever have been administered to any one student, the parent/guardian will be notified and a doctor order will be required before any additional OTC medication will be made available.
- H. Alternative medical therapies and supplements will not be dispensed by school staff.



**Please note:** Pharmacies will provide a second prescription container with a duplicate label when you request it. This can be used for school use, and will remain at school until all medication has been finished. This procedure is safer than transporting medication daily to and from school.

**Any child with a temperature of 100.4 degrees or higher should stay home from school. They should not return to school until they have had a normal temperature (without medicine) for 24 hours.**

### **ACCIDENTS AND ILLNESS AT SCHOOL**

When a child has a fever of 100.4 or greater, vomits, has diarrhea or gets an injury that requires medical attention, parents/guardians will be notified. It is very important that contact information on Infinite Campus be as accurate and complete as possible. They should not return to school until they have had a temperature of 100.4 or less for more than 24 hours without the use of fever reducing medication (ie. Tylenol, acetaminophen, Advil, ibuprofen, aspirin)

No child is sent home until prior arrangements have been made. In case the parents/guardians cannot be contacted, the school will contact the person you have listed as the emergency contact in Infinite Campus. If no one can be reached, in extreme emergencies, we will transport to the nearest physician or hospital.

### **TOO SICK FOR SCHOOL?**

Winter colds and other illnesses attack young children. You don't want your child to miss school; but neither do you want to send a sick child to school and endanger him or her and other children as well. When should your child stay home from school? Here are a few guidelines you might wish to follow:

- **A runny nose** is the way many children respond to pollen, dust, or simply a change of season. If it isn't a common cold, then it's an allergy and allergies aren't contagious. Don't keep the child home.
- **A bad cough or cold symptoms** can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting "right", has difficulty breathing, or is becoming dehydrated, it could be serious. Check with your pediatrician right away.
- **Diarrhea and vomiting** make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes. As your school nurses, we recommend keeping your child home even with a single episode of diarrhea or vomiting. These symptoms may be indicative of the beginning of an illness. Before returning to school, your child needs to be symptom free for 24 hours.
- **Fever** is an important symptom; when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever and for an additional 24 hours after the fever has passed.
- **Strep throat and scarlet fever** are highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with either strep throat or

scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24 hours on an antibiotic, a child is usually no longer contagious and may--with a doctor's permission--return to school.

- **Ear infections**, unless properly treated, can cause permanent hearing damage. Here again you should follow the 24-hour rule for fever and antibiotic therapy.
- **Chicken pox**, a viral disease, is not life threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots (with a "watery" center) on the back, chest, and/or face, the chances are good it's chicken pox. Please tell the school if it is; it's important the school knows this information. Keep your child home for at least a week from the time you first noticed the symptoms or at least two days after the last spot has appeared, whichever period is longer.
- **Measles (or Rubella)** is a viral infection that attacks a child's respiratory system causing a dry hacking cough, general weariness, inflamed eyes and a fever. If these symptoms appear, keep your child at home and consult your doctor right away to avert more serious complications. If it is confirmed as measles, let the school know so they may be alert to symptoms appearing among other children. The measles' rash of tiny hard bumps will next appear on the child's face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days after the rash has disappeared.
- **Pertussis (whooping cough)** is a bacterial infection that is spread through the air when an infected person coughs or sneezes and other people breathe in the infected droplets. Pertussis starts like a cold with symptoms of a runny nose and an irritating cough. Within one to two weeks the cough develops into coughing fits. A doctor must diagnose Pertussis with a positive nasal swab that is sent to a certified laboratory. Treatment of Pertussis must be with an appropriate antibiotic. Pertussis is considered a communicable disease, and all positive nasal swabs are reported to the Department of Public Health. The Department of Public Health determines the criteria for isolation of the infected individual and notification of those who may have been in close contact with an infected person.

## ACADEMIC RECOGNITION

**Honor Roll Procedure:** 7<sup>th</sup>-8<sup>th</sup> grade students receiving honor roll distinction will be recognized through publication of their names in the school newsletter. Recognition will be given according to the following levels of achievement for each semester:

"A" Honor Roll = Received all A's in core classes

"AB" Honor Roll = Received all B's and *at least* one A in core classes

Separate from the above, 7<sup>th</sup> thru 8<sup>th</sup> grade students will be recognized for academic achievement at the end of each school year. This award is based on grades and achievement.

### **ACADEMIC INTEGRITY**

All student learning is based on the understanding that everyone is engaged in academic tasks and respectful of the work of others. Academic integrity applies to all aspects of teaching and learning. Class assignments and assessments are tools to help students learn; grades show to what degree students achieve learning goals. Therefore, all assignments and assessments for which students receive grades should result from the student's own effort and understanding. In the event a student engages in academic dishonesty, such as, but not limited to, cheating or plagiarism, the student is expected to complete the assignment or assessment again. The teacher may ask it to be completed under adult supervision in the school. Additional offenses of academic dishonesty may result in

other disciplinary actions, including but not limited to, completion of work, detention, in-school suspension, requested parent meetings, or other measures.

## INITIATIONS, HAZING, BULLYING OR HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Complaint forms for harassment and bullying can be found on the district website and displayed in various locations around the school.

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so.
- If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and how the harasser or bully responded.
    - the Bullying/Harassment Form is located on the BFJH website.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes ongoing conduct of a verbal, electronic, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Refer to [Board of Education policy](#) for further definitions and procedural details concerning the filing of complaints.

Students accused of bullying/harassment will be given due process. In founded cases, disciplinary action will be taken. Discipline will be handled on a case-by-case basis, but determining factors will include severity and repeated occurrences. The level of discipline initiated will be determined by a building administrator, and the severity/significance of the incident may require stated discipline levels in occurrences 1-3 below to be surpassed.

If an incident of bullying and/or harassment is substantiated:

Step 1

- The student will meet with school counselor

- Discussion of possible future steps and consequences
- School counselor will document the incident and notify the administration
- School counselor or principal will notify parents
- Student will be issued consequences ranging from a verbal warning to 1 day of ISS.

#### Step 2

- Student will meet with school counselor and administration
- Student and parent(s)/guardian(s) will meet with school counselor and administration
- SRO will be notified of pattern of behavior
- Student will receive consequences ranging from 1-3 days ISS

#### Step 3

- Student will meet with principal and SRO
- SRO will make a referral to the court and charges may be filed with the Polk County Sheriff's Office
- Student, parent(s), administration and SRO will meet.
- Student will be issued consequences ranging from 3 days ISS to 10 days OSS

\*\*If the bullying and/or harassment complaint is unsubstantiated, the investigation of it will be recorded and closed and the complainant will be notified. The closing of a bullying complaint does not mean that no other school discipline action will be taken. If the conduct prompting the complaint and investigation violates other behavior rules, discipline may be applied based on that conduct.

## THREATS

### [Board Policy [503.8](#)]

All threats of violence, whether oral, written, electronic 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.

## **SECTION 504 POLICY STATEMENT**

It is the policy of the Bondurant-Farrar Board of Education to provide a free and appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of disabled students and their parents under Section 504 will be enforced. The Director of Instructional Services is the coordinator of Section 504 activities.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Bondurant-Farrar 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 the district's Equity Coordinator - Chad Carlson, Director of Administrative Services, 300 Garfield St. SW, Bondurant, IA 50035, 515-967-7819, [carlsonc@bfschools.org](mailto:carlsonc@bfschools.org) or Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone (312) 730-1576, Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **ABUSE OF STUDENTS BY A SCHOOL EMPLOYEE**

Procedures for investigations of abuse by employees are handled by the district Level I Investigators, Chad Carlson or Jodi Brogan who can be contacted by calling the district office at 515-967-7819.

## **JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity and with respect and consideration of the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and the district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of school district policy, rule, and regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Bondurant-Farrar Junior-High School-office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

\*Approved by the B-FCSD Board of Education on **June 11, 2024.**

*It is the policy of the Bondurant-Farrar 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 the district's Equity Coordinator; Chad Carlson, Director of Administrative Services, 300 Garfield St SW, Bondurant, IA 50035, 515-967-7819, [carlsonc@bfschools.org](mailto:carlsonc@bfschools.org). -OR- Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)*

EEO/AA