Bondurant-Farrar High School 2025-2026 Student Handbook

Bondurant-Farrar High School

'Being Bondurant's BEST'

B*e Respectful -* ***E****xcellent Effort*

S*tay Safe -* ***T****ake 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 9-12) students. Code references in this handbook refer to Bondurant-Farrar Board of Education policies. Please follow us on Twitter: @BFHS_News and Facebook: Bondurant-Farrar High School

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BONDURANT-FARRAR DISTRICT STAFF DIRECTORY

SUPERINTENDENT	967-7819	Dr. Rich Powers
DIRECTOR OF ADMIN. SERVICES	967-3423	Chad Carlson
CURRICULUM DIRECTOR	967-7819	Jodi Brogan
SPECIAL EDUCATION DIRECTOR	967-7819	Melissa Krumm
HIGH SCHOOL PRINCIPAL	957-8191	Erik Garnass
HIGH SCHOOL ASSOCIATE PRINCIPAL	957-8191	Drake Bailey
HIGH SCHOOL ASSISTANT PRINCIPAL	957-8191	Lindsay Curtis
ACTIVITIES DIRECTOR (7-12)	957-8191	Ben Anderson
JUNIOR HIGH PRINCIPAL	957-7970	Jeremiah Ostrem
JUNIOR HIGH ASSISTANT PRINCIPAL	957-7970	Shawn Bennett
INTERMEDIATE SCHOOL PRINCIPAL	967-3711	Mike Kramer
INTERMEDIATE ASSISTANT PRINCIPAL	967-3711	Kevin VanderLinden
ANDERSON ELEMENTARY PRINCIPAL	967-7494	Mel Hewitt
ANDERSON ELEMENTARY DEAN	967-7494	Mark Rixner
MORRIS ELEMENTARY PRINCIPAL	967-6361	Carrie Ratliff
SCHOOL RESOURCE OFFICER	957-8191	Matt Schnur
7-12 ACTIVITIES SECRETARY	957-8191	Jamie Wagner
HIGH SCHOOL SECRETARY	957-8191	Sara Ballard
HIGH SCHOOL SECRETARY	957-8191	Tammy Gaulke
HIGH SCHOOL COUNSELING SECRETARY	957-8191	Kristy Lorber
HIGH SCHOOL OFFICE / FAX	957-8191 / 957-822	

BONDURANT-FARRAR HIGH SCHOOL STAFF

Agriculture
Caitlin Remington

Art
Andrew Golightly
Christian Vandehaar

At-Risk
Randy Duffy

Band
Michael Bistline
Braden Wipperman

B-F Alternative Program (BFAP)
Brad Hamilton

Business
Rick Dobesh
Justin Liston

ELL
Lexie Klein

English Language Arts
James Anthofer
Leo Duffy
Alexandra Purgatorio
Tia Stubbs
Dan Talbot
Kaitlyn Vasey

Family Consumer Science
Morgan Baumhover
Rebecca Wegner

Industrial Tech
Kyle Hammes
Noah Krabbe
Adam Long
Dave Mohr

Library Support
Lindsey Scott

Math
Scott Behrens
Allison Birdsall
Sonja Hook
Emily Julin
Tracy Swanson
Chloe Trpksoh

PE/Health
Josh Beauregaard
Olivia Denham
Travis Evans

Science
Justin Blake
Makenzie Jones
Lance Maffin
Kirsten Olson
Tanner Urich

Social Studies
Katherine Gable
Thurston Gable
Matt Kinker
Luke Odland
Jacob Schroeder

Special Education
Ashley Allen
Dana Dodson
David Gahan
Myriah Hardy
Jay Harvey
Kelly Obley
Morgan Piper
Joe Salazar
Kindra Smith
Emmie Swift
Ruth Toomer - RISE

TAG
Thurston Gable

Vocal Music
Coren Hucke

World Language
Rebecca Baucum
Erik Eisele
Jill Fisher
Maryia O'Leary

Counselors/Office & Other
Counseling
Lindsey Cunningham
Amber Joyce
Cormick Michael
Jo Riley (College Career Transition Counselor)
Megan Kupferschmid (IJAG)

Social Worker (7-12)
Matt Hotek

School Based Therapist
Payton Joblinske

Administration
Erik Garnass - Principal
Drake Bailey - Assistant Principal
Lindsay Curtis - Assistant Principal
Ben Anderson - Activities Director

Administrative/Office Support
Sara Ballard
Tammy Gaulke
Kristy Lorber
Jamie Wagner

Building School Improvement Leader (BSIL)
Sonja Hook

School Resource Officer
Matt Schnur

GENERAL INFORMATION

Only one entrance to the High School 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 Bell Schedule	
1st	8:05 - 8:41 AM
2nd	8:45 AM - 9:20 AM
3rd	9:24 AM - 9:59 AM
4th	10:03 AM - 10:38 AM
5th	10:42 AM - 11:51 AM
A	10:38 AM - 11:01 AM
B	11:03 AM - 11:26 AM
C	11:28 AM - 11:51 AM
6th	11:55 AM - 12:29 PM
7th	12:33 PM - 1:07 PM
8th	1:11 PM - 1:45 PM

Tuesday - Friday W.I.N. Schedule	
1st	8:05 AM - 8:48 AM
2nd	8:52 AM - 9:35 AM
WIN	9:39 AM - 10:09 AM
3rd	10:13 AM - 10:56 AM
4th	11:00 AM - 11:43 AM
5th	11:47 AM - 12:54 PM
A	11:43 Am - 12:06 PM
B	12:07 PM - 12:30 PM
C	12:31 PM - 12:54 Pm
6th	12:58 PM - 1:41 PM
7th	1:45 PM - 2:28 PM
8th	2:32 PM - 3:15 PM

2 Hour Late Start Schedule	
1st	10:05 AM - 10:35 AM
2nd	10:39 AM - 11:09 AM
3rd	11:13 AM - 11:43 AM
4th	11:47 AM - 12:55 PM
5th	11:47 AM - 12:10 PM
A	12:12 PM - 12:35 PM
B	12:37 PM - 1:00 PM
C	1:04 PM - 1:34 PM
6th	1:38 PM - 2:08 PM
7th	2:12 PM - 2:42 PM
8th	2:46 PM - 3:15 PM

ACADEMIC CALENDAR

August 25	First Day of School
September 1	No School (Labor Day)
September 22-26	Homecoming Week
September 24	Grade Post #1
October 20	P/T Conferences (Early Release)
October 23	End of 1st Quarter (Grade Post #2)
October 23	P/T Conferences (Early Release)
October 24	No School - BFCSD Staff PD
November 25	Grade Post #3
November 26-28	No School - Thanksgiving Break
December 23-Jan. 1	No School - Winter Break
January 2	No School - BFCSD Staff PD
January 5	Classes Resume
January 9	End of Semester 1 (Grade Post #4)
January 19	No School - BFCSD Staff PD
February 12	Grade Post #5
March 9, 12	P/T Conferences (Early Release)
March 13	No School
March 6-20	No School (Spring Break)
March 25	End of 3rd Quarter (Grade Post #6)
April 29	Grade Post #7
May 17	Commencement
May 28-29	Semester 2 Finals
May 29	End of Semester 2 (Grade Post #8)
	Last Day of School - 1 PM Dismissal

ATTENDANCE POLICIES

[Board Policy 501.9]

Parents/Guardians have the right to take their child out of school at any time; however, the Board of Education determines what an excused or unexcused absence is.

A. Students who are absent from school without a reasonable excuse may be subject to disciplinary measures.

B. Parents/guardians are required to call and report any absence to the office within 24 hours of the absence. Written notes will not be accepted.

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

TARDINESS

[Board Policy 501.10]

A. Tardiness is defined as being late to classes. Tardies may be excused upon the same reasonable grounds as those considered for absences. Students that arrive after 10 minutes of class are considered absent, not tardy. Tardy is defined as students arriving within the first 10 minutes of class. Refer to Sections I and III of this handbook for policies regarding absences.

Continued violation of this policy may result in an increase in the disciplinary consequence received.

B. Students tardy to school will not be admitted to school without the written permission of the principal or designee. The following penalties are assessed when secondary students accumulate unexcused tardies to school:

- **Managing and tracking of tardies will be handled within the office by administration**: Discipline up to and including, but not limited to: detention, in-school suspension, attendance contracts, out of school suspension, application of the school's good conduct code, declaration of student as not in good standing, or recommendation for expulsion as determined by administration or designee.

ABSENCES

[Board Policy 501.9, 501.10]

A. Permission for an excused absence may be granted by the principal of the attendance center. The designation "excused" does not imply that the student will be counted as in attendance for perfect attendance recognition.

B. Absences from school will be considered "excused" for the following reasons:

1. Personal illness [the school has the right to ask for a doctor's verification of any illness]
2. Death or serious illness in the immediate family or household
3. Medical or dental appointments which cannot be made other than during school time **(A note from the doctor's or dentist's office is required.)**
4. College visits -- following proper procedures which include: students are required to have a parent/guardian contact the high school office at least three (3) days prior to the visit. Students will then work with their counselor to follow the necessary procedure(s) to visit the college. A College Visitation Form signed and dated by an official from the institution is required to be submitted to the high school office the following the first day back to receive an excused absence.
5. Uncontrollable circumstances building administration finds justifiable.

C. In the event that the administration determines that it is advisable to verify an excuse given for an absence, he/she may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the administration may treat those instances of absences as unexcused.

D. Students who anticipate an absence – especially when the absence must have an administrator's prior approval – shall give timely notice to the school office in advance of the anticipated absence. Such notification shall be by phone call from a parent/guardian of the student. Failure to notify the school in advance may result in the absence being considered unexcused. In cases of anticipated absences, a parent/guardian is required to phone the office with an explanation of the need for the absence.

E. School work missed due to any absence must be completed to the satisfaction of each teacher whose class or classes were missed. 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. Students shall receive full credit earned for school work made up due to absences and are expected to do so in a timely manner in order to not fall behind. Similar to the late work policy, students will have until the essential learning outcome summative (end of unit) to turn in the work with no grade penalty.

F. Leaving School during the Day: If a student becomes ill, the student should first report to their teacher and then go to the office. No students are to leave the building during the regular school day under any circumstances without arrangements having been made through the principal's office. **Any student who leaves the school campus without permission from a school official is subject to discipline and potentially may not be allowed re-entry.**

G. Physical Education Excuses: Illness or injury to a student may make participation in PE 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. Students who are absent from school or class without reasonable excuse shall be subject to disciplinary measures determined by the building principal. Reasonable excuses are provided in **Board Policy 501.9**. All other absences from school shall be considered unexcused absences.

B. Each day or portion of a day of an unexcused absence from school or class shall be considered a separate violation of these rules. Parents/guardians will be notified when a student has an unexcused absence. The student's homework must be completed to remain current on content.

C. Students who are found to be absent from class without reasonable excuse may be subjected to one or more of the following disciplinary measures:

First through Third Offense
Detention can be assigned. Time will be determined by building administration.

Fourth Offense
Detention can be assigned or an alternative consequence. A meeting will be held with the student, parent/guardian, counselor, and administration.

Fifth and Subsequent Offenses
A student may be recommended for loss of credit when his/her absences have excluded them from more than eight (8) days of their academic classes..

D. After the loss of credit has occurred due to excessive absences, the student or students parent/guardian may appeal to the Principal in writing to have credit reinstated. All documentation supporting the appeal for reinstatement of credit should be provided with the written appeal provided to the principal. Administration will review the appeals and determine at that time if credit should be reinstated or if there will be a need for an appearance hearing with the School Attendance Committee. All hearings for the reinstatement of credit will be held during finals week of the given semester, January and May respectively.

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, 505.5R, 505.5E1, 603.6]

A. Students in grades 9-11 must carry a minimum of six academic subjects. Seniors must carry a minimum of five academic subjects. Courses taken under the Post-Secondary Enrollment Options Act may be counted in the class total.

B. Only during the first three (3) school days of each semester is a student with parent permission, allowed to add and/or drop a class. After three (3) school days, if a class is dropped, a failing grade will be given. Changes will be considered for the following reasons: 1) computer error; 2) medical/physical restrictions; 3) failed prerequisite; 4) inappropriate placement; or 5) administrative discretion.

C. PE Exemption Policy: A student will be excused from the P.E. requirement by the principal under one of the following circumstances, provided the parent/guardian completes the **PE Exemption Google Form** by the end of the third day of each semester:

1. 9-12th grade student seeking to enroll in academic courses not otherwise available to the student (e.g. DMACC, off campus courses, full academic schedule).

2. A work-based learning program or other education program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day.
3. 9-12th grade students participating in activities may opt out under certain criteria during the semester (see policy **505.5E1**). Below are listed activities that fall under this policy.

1st Semester Exemptions	2nd Semester Exemptions
Football, Volleyball, Cross Country, Marching Band, Girls Swimming (SEP), Football Cheerleading, Dance	Basketball, Wrestling, Basketball Cheerleading, Wrestling Cheerleading, Track, Golf, Soccer, Bowling, Boys Swimming (SEP), Tennis (DSM Lincoln)

4. Participating in the Legislative Page Program at the state capitol for a regular session
5. Enrollment in a junior reserve officers' training corps.
6. Written statement from student's parent/guardian indicating physical education conflicts with the student's religious beliefs.
7. Any student medically unable to participate in physical education, with a doctor's verification.

GRADUATION REQUIREMENTS

[Board Policy 505.5]

Students are required to complete 48 credits to graduate, and must complete the required amount of P.E. credits to graduate. Information regarding specific courses required for graduation can be obtained in the Guidance office. Students must meet minimum math and reading proficiency requirements or remain in specified courses or tutoring sessions.

EARLY GRADUATION

[Board Policy 505.6]:

Students in the Bondurant-Farrar School who fulfill all requirements for graduation by the end of their sixth semester may exercise one of the following options:

1. They may remain in school as full-time students and graduate at the regular time. Such students will enjoy all the rights and privileges of students and be subject to all school rules and regulations. Students must carry five units of credit unless on senior release. Anyone taking less than five units of credit must have approval by the principal and counselor. Seniors are required to take a minimum of five academic subjects.
2. Students may receive a Bondurant-Farrar high school diploma upon completion of all requirements. Students shall then be considered alumni in all respects and will not be permitted to enjoy the rights and privileges of students.
3. Students graduating after seven semesters may choose not to remain in school an eighth semester, but receive a Bondurant-Farrar high school diploma at the regular time and participate in the Junior-Senior Prom and graduation exercises, provided the student is in good standing with the school. However, the student shall not be permitted to enjoy the rights and privileges of those students who remain in school.

Students who fulfill all requirements for early graduation (less than eight semesters) may

graduate and participate in graduation exercises provided they notify the principal and counselor prior to the end of the first semester of that year. Intent to graduate early will be submitted to the school counseling office by **October 1st** of the current school year.

ACADEMIC INTEGRITY

All student learning is based on the understanding that everyone is thoughtfully 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.

Behaviors that violate Bondurant-Farrar's standards for academic integrity include but are not limited to:

- **Plagiarizing work:** Whether the source material is from another student, the web or any other medium, students will not appropriate source material and pass it off as their own.
- **Sharing work or unauthorized collaboration**: Students will not aid or assist other students in any way on individually assigned tasks.
- **Cheating**: All traditional forms of cheating are also unacceptable. This includes behaviors such as capturing images of tests, communicating during exams, etc.
- **Falsifying Information**: Students will not change a grade assigned by a teacher electronically or in the teacher's grade book.

First offense:

- Student will be asked to complete an alternative assignment/assessment potentially under adult supervision
- Appropriate disciplinary actions will be assigned, including but not limited to detention, in-school suspension, parent communication/meeting, or other additional measures

Second offense:

- Student will receive no credit for the assignment/assessment
- Appropriate and potentially more serious disciplinary actions will be assigned, including but not limited to detention, in-school suspension, parent communication/meeting, or other additional measures

GRADING SYSTEM

[Board Policy 505.5R]:

Academic marks are recorded as letter grades, denoting the following quality of work:
"A" is the grade of distinction and represents work of superior quality
"B" represents work of excellent quality
"C" represents work of average quality
"D" represents work regarded as passable, according to the minimum requirements of the course in effort and quality
"F" denotes failure to successfully complete the course and no academic credit is received

All classes that students are enrolled in are figured into the GPA.

Cumulative Grade Point Average is figured on the following scale:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

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%		

AP courses will be weighted and use the following grading scale:

A = 4.5
A- = 4.17
B+ = 3.83
B = 3.5
B- = 3.17
C+ = 2.83
C = 2.5
C- = 2.17
D+ = 1.83
D = 1.5
D- = 1.17

*A request for a formal review of a final grade may be made first to:

a. The classroom teacher from whom the final grade was assigned.
b. The high school guidance counselor.
c. The High School Principal

*All requests for formal reviews of final grades must be initiated prior to the midterm point of the next grading period.

RETAKE POLICY

Students are expected to aim to perform well the first time on assessments. There are times when mastery hasn't been demonstrated due to a variety of reasons. Students choosing to retake must complete the process within one week (5 school days) of receiving back the graded assessment.

If a student wishes to retake, the student must initiate communication with the teacher, complete a retake form, and schedule a time to do so. This can be completed during a study hall, a time arranged with the teacher, or before/after school with a teacher of that subject area. In order to qualify for a retake, all necessary work must be turned in prior to the original assessment (i.e. homework, study guides).

Students can retake an individual assessment only one time and are allowed four (4) retakes during the semester per class. Those students enrolled in DMACC and/or AP classes will follow the course syllabus. There will not be retakes allowed on semester exams for any class.

Note: There are some projects/assignments/assessments that may not qualify for a retake. This will be at the teacher's discretion.

LATE WORK

Late work will be accepted up until the end of the essential learning outcome summative assessment (end of unit), and then no late work will be accepted for credit. There will be no penalty for late work until the essential learning outcome summative has been completed, indicating the end of the unit.

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. Students shall receive full credit earned for school work made up due to absences and are expected to do so in a timely manner in order to not fall behind. Similar to the late work policy, students will have until the essential learning outcome summative (end of unit) to turn in the work with no grade penalty.

COMMENCEMENT

[Board Policy 505.7]

Students who have successfully completed the graduation requirements as set by the Board shall be granted diplomas and be eligible to participate in Commencement. Attendance at commencement exercises is optional. The Board of Directors, upon recommendation from the principal, may exclude students from participation for violation of rules established for the orderly governance of the school.

The Bondurant-Farrar Community School is interested in maintaining a good public image of both the school and its students; therefore, if a student elects to participate in the commencement ceremony, he/she **must** be in semi-formal attire. For boys, semi-formal attire will include dress shirt, dress pants, dress socks, preferably dark, and dress shoes; for girls, this will include dress, dress slacks and blouse, or skirt and blouse, and dress shoes. Jeans, athletic shoes, athletic socks, t-shirts, etc. are not considered semi-formal attire. Students wearing such apparel will not be allowed to participate in graduation exercises.

Only honors for individual student achievement awarded by Bondurant-Farrar, and specifically authorized by BFHS administration, are permitted to be worn as part of commencement exercise attire.

COUNSELORS

The mission of the Bondurant-Farrar Community School District School Counseling Program is to provide a comprehensive, K-12 school counseling program that is preventative in nature addressing the academic, career, and social/emotional development of all students. In partnership with teachers, administrators, parents, students, and the community, the school

counselors will help all students strive to be successful lifelong learners, problem-solvers, and productive citizens.

Ms. Amber Joyce will be the school counselor for students with last names **A-G**.

Mr. Cormick Michael will be the school counselor for students with last names **H-O**.

Mrs. Lindsey Cunningham will be the school counselor for students with last names **P-Z**.

APPEARANCE AND ATTIRE

[Board Policy 502.1]

Bondurant-Farrar High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student/staff member, does not promote illegal activities or substances, is not distracting to the learning environment, does not contribute to a hostile or intimidating atmosphere for any student/staff member, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Examples of objectionable apparel include: obscene or sexually suggestive words, or images, racist and/or sexist slogans, or words or images promoting drugs, alcohol, or tobacco. Clothes must be worn in such a way that genitals, buttocks, stomach, and chest are covered with opaque fabric. Strapless tops are not allowed, and clothing must cover all undergarments. Blankets are also not allowed to be worn during the school day.

Students not complying with the policy regarding appropriate attire will be required to change into other clothing they have at school or change into other clothing as provided by the school, and/or receive other disciplinary action for repeated violations deemed by school administration.

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.**

DANGEROUS ACTIONS OR OBJECTS/WEAPONS

[Board Policy 502.6]

Weapons, other dangerous objects, or look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. If a weapon and/or dangerous object is seized, there shall be no expectation of return.

Parents/Guardians of students found to possess a weapon, dangerous object, or look-a-like 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. Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. 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.

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 reasonably 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 alarm to be sounded or given falsely. 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 and is found to be in violation of this policy, can expect to be denied the right to be present at commencement exercises. Violators of this policy will be reported to civil authorities.

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.

Vape Sensor Investigation Protocol - The High School has installed vape sensors in the restrooms throughout the building. These sensors provide information regarding the use of a vape, THC, or other chemicals in the restrooms. In addition, these sensors provide information regarding possible emergency, aggression, and tampering events. The sensors are connected to the school’s camera system and therefore we are able to see who is in the restrooms when the sensors alert us to a possible situation. Below is the investigation protocol for Vape Sensor alerts:

- Using cameras identify students that were present in the area at the time of detection.
- Each student will be called to the office and questioned.
- Each student will be asked to empty/dogear pockets, show waistline, show shoes and socks.
- Students' bags will be searched.

ELECTRONIC DEVICES

[Board Policy 508.7]

Electronic devices such as cell phones, smart watches, headphones, and earbuds, not provided by the school, can cause disruption to the school environment and interfere with student learning. All electronic devices must be concealed during instructional time unless authorized by the classroom teacher for instructional purposes. Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos/video in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person including a student or staff member, to disseminate inappropriate photos/videos or other restricted materia, etc.

Bondurant-Farrar High School assumes **NO RESPONSIBILITY** for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft. If you are concerned about loss or theft, leave the device at home.

Violation of this rule can result in the following, including but not limited to: loss of school privileges, detention, in-school suspension, out-of-school suspension, application of the Good Conduct Rule penalties, or in severe cases, taken before the Board for purposes of expulsion. Depending on the severity of the misuse, local law enforcement may also be contacted.

1st Offense: Verbal warning and request to conceal device

2nd Offense: Minor referral, student places phone on teacher's desk and student will retrieve it at the end of class.

3rd Offense: Major referral (Insubordination), student will be asked to retrieve at the end of the day from the office.

4th Offense: Major referral (Insubordination), parent/guardian will be asked to pick up at the end of day from the office.

Consequences for additional offenses will be determined by building administration.

STUDENT USE OF 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. The student will not use phones in any manner in the restroom and should leave them in their laptop cases, pockets, or designated area of the classroom. Students will have a pass if using the restroom during class time.

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.

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]
[IA HF604]

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 students in activities.

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

Detention is defined as a designated time before/after school in which students will make up for misused class time due to tardiness, unexcused absences, or inappropriate behavior. Detention may be applied as a logical consequence for failure to meet the Bondurant-Farrar High School standards of expectation for student behavior.

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 (**after each grade post**)
- No outstanding detention
- No outstanding fees/fines

*The inability to meet the above criteria, may 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 (IHSAA) 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. 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 <u>both</u> 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]

High School students participating in extracurricular activities must maintain passing marks in all full-credit courses.

Eligibility for high school students shall be determined according to board policy, and students will be made aware of this policy by their activity/athletic sponsor/coach or by contacting the school office for the full written policy.

In addition to IAHSAA & IGHSAU policy, Bondurant-Farrar High School students are expected to pass all classes throughout the school year to maintain athletic/activity eligibility. If a student is failing a class, or classes at the conclusion of a grading period, the student will be put on academic probation. Once a student is on academic probation, eligibility will be regained by:

Passing all classes at the conclusion of the first ten (10) school days of the new grading period.

- If academic eligibility is regained (no F's), student will be eligible until the next 4.5 week grade post.
- If a student is failing a class, student will be ineligible until the grade is at passing level.

*Once eligibility is established, documentation by the student will be provided to the activities department using the Academic Eligibility Reinstatement Form.

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.

Home From Away Activities:

[Board Policy 711.3]
If a student wishes to ride home with a parent/guardian after an athletic contest or an extracurricular activity held at a site other than Bondurant-Farrar for which transportation was provided, the parent/guardian must give a written note to the coach or sponsor giving permission. The student is expected to ride home with a parent/guardian.

DAILY ATTENDANCE FOR ACTIVITY PARTICIPATION

It is an expectation that students participating in school-sponsored activities will be in attendance for all eight periods of the school day. If a class is missed for any reason other than an excused absence, the student may not participate in practice or competition that evening. Special circumstances may be taken into consideration by the administration. An absence on a Friday does not automatically preclude a student from participating in a Saturday event.

LUNCH/BREAKFAST

[Board Policy 508.3]
A. Students may eat school lunch or bring lunch from home.

B. All students are required to eat lunch at school unless part of senior release. **CARS SHALL NOT BE DRIVEN HOME FOR LUNCH.** No student is to leave the high school campus without permission from administration. Any student who leaves the school campus without permission from a school official will be disciplined.

C. All students who bring lunches are to eat in the lunchroom. Students will dispose of garbage in the paper disposal after eating.

D. Students will be responsible for maintaining a positive balance in their lunch account and responsible for depositing money into their lunch account. Money must be deposited into lunch accounts by the start of the school day.

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

account balances.

F. Free and Reduced Price Breakfast/Lunch [Board Policy 710.2]: Parent(s)/guardian(s) may request an application form for free or reduced-price breakfasts/lunches from the BFCSD website.

STUDENT VEHICLES

[Board Policy 507.10]

Student Parking Rules:

- All student vehicles need to be registered with the high school and receive a parking permit.
- Parking permits are not transferable.
- Students **MUST** display the permit at all times.
- Students are **NOT** allowed to park in the Staff Lot, Visitor Parking, Handicapped, Motorcycle, or in the Fire Lane (red curb).
- Students drive and park at their own risk. The district accepts no responsibility for damage caused to cars.
- Exhibition or careless driving **MAY** result in loss of parking privileges or a formal complaint filed with law enforcement.
- Students are not permitted to loiter in the parking lots during the school day.
- Motorcycles will be required to register, receive a permit, and must park in the parking lot only.
- Failure to display a parking permit or violate school parking regulations may result in a warning and/or citation.
    - Fees for parking lot citations are as follows:
        - 1st Citation - $15 fee
        - 2nd Citation - $20 fee
        - 3rd and all subsequent citations - $25 fee
    - All fees must be paid in order for the student to participate in commencement ceremonies and other school activities under the Student in Good Standing Policy.
- Administration reserves the right to revoke parking privileges for any student who fails to comply with building and/or district procedures.

As with all other district owned property, school authorities for any reason, may conduct inspection of the parking lots at any time, without notice, without student consent, and without a search warrant. The personal possessions of students in the school parking lot will (the car itself, the trunk or bags in the car or trunk) be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of school rules.

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.

Locks: Upon request, students will be issued locks for gym lockers from the office at no charge. If the lock is lost or for any reason not returned at the request of the principal or other person in charge of the attendance center, the student will be charged the cost of the lock.

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.**

Student Visitors. Student visitors to the Bondurant-Farrar High School are welcomed under the following circumstances: they must be of school age and attending a school outside a 50 mile radius of Bondurant; written notification of their attendance by your parent/guardian must be submitted to the office three days prior to the visitor arriving on campus; visitors will not be allowed during the final week of a semester. When a visitor arrives with you after meeting the above conditions, you must go to the office to obtain a visitor pass.

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 [BFCSD Protocols]. 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.

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 (HF 604). The purpose of this policy is to give permission and authority to the school administrators and teachers 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.

Bus Safety Rules [Board Policy 711.2]: Buses will load and unload at the rear of the High School and between Anderson Elementary and the Middle School building. Students are to stay on the designated walks. Rules, policies and procedures regarding transportation will be followed. The administration 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. Any guest who is not currently enrolled at Bondurant-Farrar must have prior approval to attend the prom from the principal or his/her designee. B-F students may invite one guest; that guest may be a B-F High School student, a student from another school, or a student who is no longer enrolled in a secondary school. All students and guests in attendance must be under the age of 21. Identification may be required to verify age. Junior high students are not eligible to attend any high school dances. High school students are not eligible to attend junior high dances.

Junior-Senior Prom: Any guest who is not currently enrolled at Bondurant-Farrar must have prior approval to attend the prom from the principal or his/her designee. B-F students may invite one guest; that guest may be a B-F High School student, a student from another school, or a student who is no longer enrolled in a secondary school. All students and guests in attendance must be under the age of 21. Identification may be required to verify age. No junior high students are to be invited as guests to the junior-senior prom. Appropriate attire is required for attendance.

Student Council: The High School Student Council is an organization that represents students' interests in all school-related functions. The Student Council is in charge of, but not limited to, the Homecoming activities, senior citizens' holiday dinner, and the international student program. Any student is welcome to bring a problem to the attention of the Student Council or to attend Council meetings.

National Honor Society: All 11-12th grade students having a cumulative GPA of 3.5 or higher are invited to a general meeting held each year where a packet of information about the National Honor Society is distributed and explained. Students learn that all high school faculty members are eligible to evaluate the students; that specific criteria for leadership, character and service are used by the faculty for rating; and that at least nine teachers must evaluate each student for membership. Specifically, character is evaluated according to integrity, behavior, cooperation and ethics. Students selected by the Faculty Council for membership will be inducted into the NHS at a special ceremony. Parents, family and friends are welcome to attend this ceremony and the reception which follows.

Fire and Storm Evacuations: Bondurant-Farrar 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.

Weather-Related Closings, Delays, Dismissals: In the event of severe weather, schools may be closed for the entire day, begin later, or dismiss early. When making these decisions, 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 child to school in inclement weather. Please visit the BFCSD website for additional information.

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. Phones are answered in the high school office between 7:30 A.M. and 4:00 P.M. The main high school phone number is 957-8191. 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 504.2] 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 506.1] 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--- **IA Code 723A.2**, which is a minimum of a class "D" felony.

School Library: BFHS maintains a school library for use by employees and students during the school day. 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.

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 from 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.

Title IX: See the BFCSD website for additional information.

HEALTHY KIDS ACT

[Board Policy 507.13E3]

The Healthy Kids Act requires the school district to document physical activity by students in grades 9-12, which is a portion of the registration papers required each year. This Act also requires that, beginning with the graduation class of 2012; all students graduating from high school must have completed a course that could lead to CPR Certification. Students who have received training and have been certified by an outside organization may present their certification proof to the school nurse to be exempted from this requirement.

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

Students entering Kindergarten and 3rd grade are required to be screened for vision*. Every student in preschool through 2nd grade, and those in 5th grade, will be screened annually for hearing. Any abnormal findings will be reported to the parent/guardian immediately. Students in 3rd, 4th, and 6th-12th grade will be screened for the above only upon request from a parent, teacher or Heartland AEA consultant. If you would rather your child not participate in the annual screenings, please submit your request in writing to the school nurse in the building your child attends before September 1st of each year.

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. **[Board Policy 507.2]**

C. Record of administration:
Eachtime the medication is administered, a record shall be maintained in the nurse's office. T he 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 maybe administere d 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, ETC.

A. Honor Roll Procedure: Students receiving honor roll distinction will be recognized through publication of their names in the Altoona Herald-Mitchellville Index and several district media platforms. Recognition will be given according to the following levels of achievement:

1) A Honor Roll: Students who receive a 3.5-4.0+
2) B Honor Roll: Students who receive a 3.0-3.499

B. Special Academic Recognition Awards:

Academic Letters

- students may earn one Academic Letter award for academic achievement throughout their high school career.
- students will be eligible for an initial academic letter after earning a cumulative 3.5 GPA at the conclusion of semester one of that academic year.

Academic Honor Pins

- students are eligible for an academic honor pin after maintaining a cumulative 3.5 GPA for two consecutive semesters.

*These awards are based on achieving a consistent standard of academic excellence for an extended period of time. Students must take six academic subjects each semester of their freshman, sophomore, and junior years. Seniors must take a minimum of five academic subjects each semester

C. Top Department Academic Awards for Senior Students: Each department may award a special academic medal for the outstanding student in that area at the end of each academic year.

D. High Academic Honor for Senior Students: Seniors who graduate with a cumulative grade point average of 3.7 or higher will receive an award and be recognized at commencement.

E. Student of the Month: Each department will select a student each month to be recognized as a "Student of the Month." The criteria for selection may include academic achievement, improvement, leadership, classroom contributions, classroom cooperation and behavior. Students can be selected only once during their high school career.

F. Honors Diploma Criteria

1. General Requirements of Bondurant-Farrar Board of Education Policy **505.5**
2. Additional requirements are:
    a. 4 years of english to include AP Language & Composition and AP Literature
    b. 3 years of math to include Geometry, Algebra II and full year of Trig/Pre-Calc
    c. 4 years of science to include Advanced Chemistry AND one of the following: AP Biology, AP Chemistry, Anatomy and Physiology, or Physics
    d. 3 years of social studies to include 2 AP courses
    e. 3.5 cumulative grade point average or better
    f. Minimum of 25 ACT composite score
    g. No violation of the Bondurant-Farrar Good Conduct Policy in the junior or senior year

G. Silver Cord Program: The purpose of the Bondurant-Farrar Silver Cord Program is to encourage students to make contributions to their community through service, to recognize and reward volunteerism. Students will not only benefit the community, but will develop their own leadership and citizenship skills. This is a self-directed program. The student is responsible for turning in all of their hours. To learn more information, visit the Silver Cord Program on the school website.

H. Seal of Biliteracy: The seal of biliteracy is awarded to students who have attained proficiency in two or more languages, one of which is English, by high school graduation. For more information on requirements, please visit the Seal of Biliteracy on the school website.

SENIOR RELEASE

[Board Policy 501.11]

Seniors who have a minimum 2.5 GPA as determined by junior year grades, are in good standing with the school, are enrolled in five or more classes, and have or will be meeting minimum graduation requirements, will have the option of choosing Senior Release or be assigned a study hall. The choice of Senior Release indicates that the student will leave the campus during this period, not remain in the cafeteria or library. Students taking classes under the Post-Secondary Enrollment Options Act may be exempted from this five-period requirement. These students are required to return a signed permit from their parents/guardians for this privilege. All seniors are required to enroll in a minimum of five classes with at least three at Bondurant-Farrar. Seniors are also required to meet their P.E. requirement.

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.

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 Policy 104]** for further definitions and procedural details concerning the filing of complaints.

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 administrator 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 administrator; and
    - Complete the Anti-Bullying/Harassment/Threat Reporting Form

Bondurant-Farrar High School takes each report of bullying or harassment seriously. The incident will be fully investigated and appropriate consequences assigned. If an incident of bullying and/or harassment is substantiated, consequences may include but are not limited to support/counseling services, detention, loss of privileges, suspension, and potential referral to the School Resource Officer.

**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.

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. Level II investigators could be the Superintendent or designee.

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 High School office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

BFAP/RISE PROGRAMS

The appropriate handbooks for the Bondurant-Farrar Alternative Program (BFAP) and RISE Program can be found by clicking on the High School Website.

*Approved by the B-FCSD Board of Education on **June 23, 2025**

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. -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

EEO/AA