

# **BONDURANT-FARRAR**

## **“TOMORROW’S SUCCESS BEGINS TODAY”**



# **ANDERSON ELEMENTARY**

## **STUDENT HANDBOOK**

### **2023-2024**

#### **MISSION STATEMENT**

“Help all children develop their talents in order that they may become productive citizens.”

#### **VISION STATEMENT**

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.

It is the policy of the Bondurant-Farrar Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator; Chad Carlson, Director of Administrative Services, [300 Garfield St SW, Bondurant, IA 50035](#), 515-967-7819, [carlsonc@bfschools.org](mailto:carlsonc@bfschools.org). -OR- Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, [500 W. Madison Street, Suite 1475, Chicago, IL 60661](#)-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

Dear Parents/Guardians:

This handbook has been prepared for your use. We are pleased to acknowledge the help and guidance of parents/guardians in creating this manual. Please read it carefully. The information contained in the handbook is provided to help you better understand the procedures of the elementary school. Please feel free to call the school if you have any questions.

We would like to extend an invitation for parents/guardians to visit our classrooms. The staff and students are very proud of our school and would like to share our experiences with you. Please give us a call to arrange a time for a visit.

The elementary staff will be looking forward to meeting you through Back-to-School Night, Parent/Teacher Conferences, and other scheduled school activities.

#### The Elementary Staff

Anderson Elementary School  
400 Garfield Street SW  
Bondurant, IA 50035  
Phone: 515-967-7494  
Fax: 515-957-9099

Mr. Mel Hewitt, Elementary Principal  
Mrs. Joannie Sanger, Assistant Principal  
Ms. Julie Hall, Secretary

[hewittm@bfschools.org](mailto:hewittm@bfschools.org)  
[sangerj@bfschools.org](mailto:sangerj@bfschools.org)  
[hallj@bfschools.org](mailto:hallj@bfschools.org)

#### District Website

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

First Bell	8:15am	
Tardy Bell	8:20am	
Students Dismissed	3:25pm	(Mondays 1:55)

# **Be Bondurant's**

**B**e kind and respectful

**E**xcellent effort in all you do

**S**tay safe

**T**ake responsibility

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## ANDERSON ELEMENTARY STAFF 2023-24

NAME	GRADE
Mrs. Lydia Knutson (fka Chronos)	2
Mrs. Kayla Nolte (fka Small)	2
Mrs. Alexandria Steimer	2
Mrs. Abigail Thoman	2
Ms. Blair Williams	2
Mrs. Jennifer Cook	3
Miss Haley Fall	3
Mrs. Amy Hansen	3
Miss Kailey Hunt	3
Mrs. Jane Kloster	3
Mrs. Carter Friederich	3
Mrs. Kelly Peavy	3
Miss Jennifer Reents	3
Miss. Holly Wanninger	3
Mr. Chet Adams	4
Miss Katie Fox	4
Miss Wendy Garton	4
Mrs. Katie Howard	4
Miss. Payton Schenkelberg	4
Mrs. Emily Lehman	4
Mrs. Mary McDonald	4
Ms. Regan Bishop	4
Mrs. Bailey Swearngin	4
Ms. Morgan Block	Strategist I
Mrs. Heidi Sirdoreus	Strategist I
Mrs. Melanie Tegeler	Strategist I
Mrs. Kay Gustin	Strategist II
Mrs. McKenzi James	Strategist II
Mrs. Carrie McIntyre	Reading Interventionist
Mrs. Nicole Rempe	Reading Interventionist (share with Morris Elem)
Mrs. Kristan Baker	Building School Improvement Leader (BSIL)
Mrs. Cassidy Chase	ELL (share with Morris Elem)
Ms. Merabeth Heinitz	School Counselor - 3rd/4th Grade
Mrs. Anna Mason	School Counselor - 2nd Grade (share with Morris Elem)
Mrs. Angie VanWoerkom	At Risk
Mrs. Sarah Teeselink	Talented & Gifted
Mrs. SallyAnne Preston	Vocal Music
Mr. Max Zarr	Physical Education
Mrs. Annie Reyerson	Art

## **ANDERSON ELEMENTARY STAFF 2023-24 (continued)**

TBA	Full-Time Building Substitute
Mrs. Amy Steuber	Media Specialist (share with Morris Elem)
Mrs. Lori Reifert	Media Associate
Ms. Bre Barnett	Paraeducator
Mrs. Angie Clark	Paraeducator
Ms. Ashton Drake	Paraeducator
Ms. Jocelyn Friedrichson	Paraeducator
Mrs. Hilary Heim	Paraeducator
Mrs. Ashley Klopfenstein	Paraeducator
Ms. Erin Kruse	Paraeducator
Mrs. Lynne Murrane	Paraeducator
Mrs. Kelsey Newcomb	Paraeducator
Mrs. Leah Peters	Paraeducator
Mrs. Tarra Stewart	Paraeducator
Ms. Simmone VanGorp	Paraeducator
Ms. Grace Werner	Paraeducator
Mrs. Holly Wilshire	Paraeducator
Mrs. Rhonda Zarr	Paraeducator
Mrs. Karen Schroer	Lead Cook
Ms. Mary Dvorak	Cook/Cashier
TBA	Cook
Mrs. Becky Gabriel	Cook
Mrs. Lidia Estrada	Cook
Mr. Tom Reese	Lead Custodian
Mr. James Clawson	Custodian
Mrs. Afia Quaynor	Custodian
Ms. Kristine Smith	Custodian
Deputy Matt Schnur	Student Resource Office
Mr. Chris Bieghler	Technology Coordinator
Mr. Mark Phillips	Technology Assistant
Mr. Clay Swihart	Technology Assistant
Mr. Alex Kitchen	Tech Integrationist (K-12)
Mrs. Jacy Porter	Nurse
Ms. Julie Hall	Secretary
Mrs. Joannie Sanger	Associate Principal
Mr. Mel Hewitt	Principal

## **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 twelve months a year. A violation of school district policy, rule, 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 Anderson Elementary School office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

## **ATTENDANCE**

The school laws of Iowa require a student to attend school regularly. Every day at school is important not only for learning, but the attendance record becomes a permanent part of each student's school record.

Anderson Elementary regular school day begins at 8:20 am (second bell) and ends at 3:25 pm when students are dismissed. Students arriving after 8:20 am will be considered tardy. Students



should not arrive until 10:00 am if we have a two-hour late start. Breakfast is not served on late-start days.

Students should not arrive at Anderson Elementary prior to 8:00 am unless they are passengers on the early bus or here for breakfast (7:30 am).

## **ABSENCE**

Sometimes it is necessary for students to be absent from school. Parents/Guardians are requested to call the elementary office or email both the building secretary and the classroom teacher if their child is ill or will be absent from class. If you know in advance your child will be absent, please contact the school. Students leaving school before 10:00 am and not returning to school for the remainder of the day will be counted absent the entire day. Students will be counted one-half day absent if they arrive at school after 10:00 am or if they leave school after 10:00 am but before 2:00 pm. 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 the principal for the student to be absent.

## **ABSENCES AND MAKING UP WORK**

If parents/guardians are requesting make-up work because of student absences, they should contact school by 11:00 am. Teachers will have the work ready for parents/guardians to pick up after 3:25 pm. If students are only gone one day, they can make up the work upon their return to school.

## **UNEXCUSED ABSENCES**

If a student misses more than two consecutive days of school, he/she should have a doctor's note when returning to school. Parents are encouraged to supply doctor's notes for absences where the student was at a doctor's appointment. Absences due to illness that are medically verified in writing by a physician are not counted against the student's absence total. The district administration maintains the right to determine excused and unexcused absences or tardies.

A student is considered truant when he/she has 8 unverified/unexcused absences in one school year. An unverified absence is when he/she is absent from school without written verification from a health care provider.

- After a student reaches 5 absences (for reasons including but not limited to: illness, outside appointments, family engagements), parents will be notified in writing of their child's absences, stressing the importance of school and requirements to attend school regularly. Parents will be asked to turn in any doctor's notes they may have in regard to absences.
- After a student reaches 10 absences, parents will be asked to turn in any doctor's notes they may have not yet turned in. Parents will also be notified in writing that they will need to furnish a physician's excuse for all future absences. Failure to produce doctor's notes after 10 absences will result in an unexcused absence and tracking under the unexcused absence policy.

The school district reserves the right to determine if excessive absence (even those considered excused) will lead to grade retention. When a student has absences totaling 18 in one school year (even those excused), the school administration will meet with parents to discuss the educational plan for the student. In accordance with the State Compulsory Attendance Law, Code of Iowa 299.1, we will contact the county attorney's office requesting mediation for violation of the above policy. [Board Policy 501.10](#)

**STUDENTS LEAVING EARLY**

Any student who is leaving early for the day must be signed out in the main office by a parent/guardian or authorized adult. Please notify the school in advance so we can be prepared for the student to leave.

**AFTER SCHOOL PLANS**

Please be sure that your child is aware of what his or her after school plans are before school. If it is something other than the usual plans, please write a note or email your child's teacher and the office. While we understand that emergencies happen and circumstances come up during the day, we appreciate families keeping these to a minimal.

**HOT LUNCH**

The school food service workers provide balanced meals for our students. With that in mind, we encourage parents to prepare a healthy, well balanced lunch for their child if bringing a lunch from home. If you plan to eat with your child and you are bringing lunch in from the outside (such as fast food), please do not share with other students. Due to various food allergies, we do not allow parents to bring in food for other children.

Parents/Guardians are welcome to eat hot lunch with their children; however, we ask that you notify the school for a reservation. A call by 8:45 am of the day you plan to come helps the cooks better plan for food preparation.

Breakfast: \$2.25      Lunch: \$3.20      Adult Lunch: \$4.84      Milk: \$.50

**Anderson Lunch Schedules:**

Second Grade    10:50 am – 11:20 am  
Third Grade      11:30 am – 12:00 pm  
Fourth Grade    12:10 pm – 12:40 pm

**LUNCH MONEY**

All breakfast/lunch/milk money will be deposited directly into your child's account or in your family account if you have more than one child. All family members will share an account. Please refer to [Board Policy 710.4](#) regarding payment of meals and negative account balances.

## **SNACKS**

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.

## **CLASS ASSIGNMENT**

A great deal of time and thought goes into class list development. A cohort (principal, teachers, counselors, support personnel) of educators work each year to develop class lists that are balanced. We take great care and pride in creating the finest learning environment for all children. Parents are asked not to make requests for a specific teacher. The following are some criteria our team (principal, teachers, counselors, support personnel) considers when assigning students to a class.

- special education needs
- behavioral needs
- gender
- ethnicity
- physical disabilities
- literacy achievement level
- peer relationships
- cognitive ability level
- current academic achievement level

Homeroom teacher assignments will be shared with families before the first day of school.

## **CLASS PARTIES**

Students will be able to enjoy three parties per year – Fall, Winter, and Spring. Parties are for students only. We invite you to participate by providing treats and/or drinks. Your child's teacher will let you know if anything is needed for each celebration.

## **PRIVATE PARTY INVITATIONS**

The school requests that all invitations to your child's private birthday party or other celebration not be brought to school. We have experienced problems with invitations being distributed to only a few children in class, which results in other children feeling hurt and left out. Teachers and staff will not give out addresses and phone numbers of students.

Please do not send flowers and/or balloons to school as this disrupts the business-like atmosphere of school. Flowers and/or balloons for students will not be accepted from the floral delivery service.

## **USE OF SCHOOL OWNED PROPERTY, BUILDING AND EQUIPMENT**

It is necessary for all individuals to respect public property. We ask that our buildings be treated with pride. Our students should use good judgment in caring for the buildings and equipment and obey the following rules:

1. No writing or defacing of books, walls, floors, desks, and other equipment.
2. Waste paper and towels placed in the proper places.
3. Restrooms to be used and cared for properly.

Any damage done to books, Chromebooks, buildings, and equipment by students will be charged to the student and his/her parent(s)/guardian(s) for repair or replacement.

## **STUDENT CONDUCT**

All students are expected to follow the teacher and school wide expectations. Good conduct is one aspect of a student becoming a responsible citizen of our school and community.

Students at Anderson Elementary are taught about Bondurant's BEST: Respect, Caring, Responsibility, Fairness, Citizenship, and Trustworthiness. Bondurant's BEST is part of the District Positive Behavior Support (PBIS) program. We appreciate parental support for reinforcing the Six Pillars and our PBIS program.

## **RESPECT FOR BUILDING STAFF AND AUTHORITY**

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

## **DETENTION**

Your student could receive a detention as a result of violating a school rule/policy. If this happens, you will receive a call from the teacher, the principal, or authorized school staff member the day the detention is issued. If possible, the detention is to be served that night. If the parent/guardian is unable to pick up his/her student from school that night, the detention will be moved to the following night. It is the responsibility of the parent/guardian to provide transportation either to the detention (morning) or from the detention (after school). School personnel will not transport students home.

## **BUS CONDUCT, SAFETY RULES, AND EXPECTATIONS**

School buses across the country transport millions of students every year and are without question the safest way to get children to and from school. At Bondurant-Farrar, we transport over 1,200 students per day, and our number one priority is safety. Transporting students to and from school safely requires a team effort to be successful. Bus drivers, school staff, students, and parents all need to work together to provide the safest transportation possible.

### **Bus Driver Responsibilities:**

1. Ensure the school bus is safe to transport students each and every trip.
2. Ensure each student has a place to sit on their bus to transport students safely.

3. Ensure all students are safely transported to and from school.

**Parent/Guardian Responsibilities:**

1. Ensure your student arrives at their bus stop safely and 5 minutes prior to bus stop time. If the bus arrives within this 5 minute window, it will not wait at a stop until the actual stop time.
2. During extreme weather, ensure your student boards the bus safely.
3. Review the Student Responsibilities list (overview below, and [Board Policy 711.2R1](#)) with your student(s).

**Student Responsibilities:**

1. Arrive at the bus stop 5 minutes prior to your bus stop time to ensure you will not miss the bus. If the bus arrives within this 5 minute window, it will not wait at a stop until the actual stop time.
2. If you must cross the street to board or deboard the school bus, you must cross in front of the bus (no closer than 10 feet), only after a signal from the driver and after looking both directions before crossing the roadway.
3. Once on the bus, students must follow the rules below:
  - Follow the directions of the bus driver and never distract him or her from driving the bus safely. The bus driver is authorized to assign seats and make decisions that are necessary to ensure the safe transportation of all students.
  - Board the bus promptly, be seated immediately and stay seated properly (facing forward) keeping head, hands, and feet out of the aisle, inside the bus, and to yourself.
  - Refrain from using loud voices or inappropriate language.
  - No bullying or fighting – always treat others with courtesy and respect, and observe the same student conduct as you would in the classroom.
  - Do not throw objects of any kind on the school bus or out the windows.
  - Refrain from eating or drinking on the bus, and help keep the bus clean at all times.
  - Treat the bus with respect. Don't damage the bus and bus equipment. This includes the seats as any damage done must, by state law, be repaired at a significant cost to the school district.
  - Place all carry-on items on your lap and allow three people to sit in each seat.
  - Report violations of these rules to the bus driver immediately.
  - For a full list of rules pertaining to bus riders, please reference [Board Policy 711.2R1](#).
  - For additional rules and practices related to transportation services, please reference the board policies listed below.

Quick Links: Related Board Policies: [711.1](#) [711.2](#) [711.2R1](#) [711.2R2](#) [711.3](#) [711.8](#)

Other Resources: [Iowa DOT](#)

**PLAYGROUND CONDUCT**

Students are expected to conduct themselves according to Bondurant's BEST expectations while on the playground. Students should use reasonable care when playing on equipment or other areas of the playground. It is recommended that students wear tennis shoes during recess. Students are discouraged from wearing flip-flops for recess. Remember that accidents will

happen, but the following list of rules will help some from happening. Some of the specific rules are:

1. Playground use is limited to surfaced areas during bad weather.
2. NO tackle football.
3. NO fighting.
4. NO throwing snowballs.
5. NO playing in water or mud.
6. NO toys, balls, etc. are to be brought from home for use during recess times. The school provides playground equipment for student use.
7. Appropriate clothing will be worn according to the weather. Snow boots are required when weather necessitates.
8. All children should be on the playground, except those with a doctor's note. Parental/guardian requests will only be allowed for one day.
9. Students will respect playground equipment.

## **LUNCHROOM CONDUCT**

Students are expected to conduct themselves according to Bondurant's BEST expectations while in the lunchroom. The lunchroom should be a pleasant and enjoyable place for all. All students are asked to follow these rules:

1. NO loud or boisterous talking.
2. Stay seated until given permission to do otherwise.
3. NO throwing food.
4. NO disrupting another student while they are eating.
5. Use acceptable table manners while eating.
6. All food particles, lunch sacks, drinking straws, etc., will be picked up from the table tops and the floor before students will be dismissed.
7. Students will be respectful at all times during lunch.

## **LOCKERS/BACKPACKS**

Anderson students are assigned individual lockers on their first day of school. The lockers measure 29"(H) x 11"(W) x 15"(D). Students are NOT allowed to put locks on these lockers or to decorate the interior of the locker itself.

When students/parents set out to purchase backpacks for the school year, please be aware of the dimensions listed above. It is permissible to have backpacks with wheels. However, the wheels sometimes do not allow the locker door to close all the way. This is a safety issue and creates the potential for theft/damage. Please keep this in mind when looking for a backpack for the school year.

## **PETS**

Pets are not allowed at Anderson Elementary. On occasion, school personnel may organize an on-site event featuring an animal as it relates to curriculum. Exceptions may be considered by the building principal.

## **PERSONAL PROPERTY**

Please mark all personal items that your child(ren) brings to school (lunch boxes, gym shoes, coats, gloves, games, etc.). Please DO NOT ALLOW items of real or intrinsic value to come to school. The school is not responsible for lost, stolen, or damaged student property.

## **ELECTRONIC DEVICES INCLUDING CELL PHONES/SMART WATCHES**

The Board believes that electronic communication devices, including, but not limited to, electronic games and cellular phones, can cause disruption to the school environment and interfere with student learning.

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

Parents/guardians of students found to be in violation of this policy will be notified and the items confiscated. The first time an item is confiscated, it will be returned to the student at the end of the school day. An item confiscated for a second or subsequent time must be picked up by the student's parent/guardian. Students may be subject to disciplinary action, including suspension.

Cell phones are allowed at school, but may only be used during non-school hours. The use of a phone by adults or students to take pictures in locker rooms, bathrooms, or any area where a student may disrobe, or without permission of the photo subject, is strictly forbidden. Audio or video reproduction without prior permission from the teachers or administrators is also strictly forbidden. Violation of this rule can result in loss of the device for a period specified by the principal, loss of school privileges, punishment up to and including detention/suspension, or in severe cases, taken before the Board for purposes of expulsion. [Board Policy 508.7](#)

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

## **DENTAL AND LEAD SCREENING**

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

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

### **A. Proper labeling:**

1. Prescribed medication: All prescribed medications shall be maintained in the original prescription container and labeled with the following:
  - a. Name of student
  - b. Name of medication
  - c. Directions for use/storage
  - d. Name of physician
  - e. Name and address of pharmacy
  - f. Date of prescription
2. Over the counter medication: All over the counter medications shall be maintained in the original container in which they were purchased.

### **B. Parent/Guardian written consent on a dated statement:**

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

### **C. Record of administration:**

Each time the medication is administered, a record shall be maintained in the nurse's office. The record shall include the student's name, date, time, name of the medication, amount given per electronic charting.

### **D. Medication reactions:**

Any unusual conditions or behaviors following the administration of medication should be reported to the school nurse, if available or to the parent/guardian immediately. Reactions to medication should be recorded.

### **E. Definition of medications:**

Those health products covered by the medication policy include all prescription medications and over-the-counter products, including but not limited to: pain relievers, cold remedies, cough syrups, antacids, cough drops, throat lozenges, etc.

### **F. Security:**

1. No medications are to be carried during school hours by students nor stored in pockets, purses, school bags, lunch boxes, lockers, teacher desks, sports equipment bags, etc. The only exception would be with a physician's written orders and a parent/guardian written authorization for a student to carry the medication with him/her for self-administration as necessary (ie. inhalers, diabetic supplies, emergency medications).



2. **ALL** medications, either prescription or over-the-counter, must be brought to the school nurse by a parent or other authorized and approved adult. Absolutely no medications are to be transported to/from school by any student. Any student found with unauthorized medications will be referred to school administration.
3. All medications will be stored in a secure area, accessible only to those who are authorized to administer the medication.
4. The building principal shall designate those in each building who are authorized to administer the medications. Those authorized will receive instructions from the school nurse concerning administration and confidentiality of medications.
5. At the end of the school year or the end of the dispensing time, remaining medication must be picked up by the parent or an authorized and approved adult within two weeks of the last day of school. All medication not picked up will be disposed of in an appropriate manner in accordance with medication disposal guidelines as set forth by the DEA (Drug Enforcement Agency).

G. Tylenol/acetaminophen (Advil/ibuprofen – High School and Middle School Only):

Tylenol/acetaminophen medication will be available in each building and may be administered to students if the registration form signed by the parent or guardian indicates permission.

After ten doses of OTC pain reliever have been administered to any one student, the parent/guardian will be notified and a doctor order will be required before any additional OTC medication will be made available.

H. Alternative medical therapies and supplements will not be dispensed by school staff.

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

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

## **ACCIDENTS AND ILLNESS AT SCHOOL**

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

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

## **TOO SICK FOR SCHOOL?**

Winter colds and other illnesses attack young children. You don't want your child to miss school; but neither do you want to send a sick child to school and endanger him or her and other children

as well. When should your child stay home from school? Here are a few guidelines you might wish to follow:

- A runny nose is the way many children respond to pollen, dust, or simply a change of season. If it isn't a common cold, then it's an allergy and allergies aren't contagious. Don't keep the child home.
- A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting "right", has difficulty breathing, or is becoming dehydrated, it could be serious. Check with your pediatrician right away.
- Diarrhea and vomiting make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes. As your school nurses, we recommend keeping your child home even with a single episode of diarrhea or vomiting. These symptoms may be indicative of the beginning of an illness. Before returning to school, your child needs to be symptom free for 24 hours.
- Fever is an important symptom; when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians advise parents to keep children home during the course of a fever and for an additional 24 hours after the fever has passed.
- Strep throat and scarlet fever are highly contagious conditions caused by a streptococcal (bacterial) infection. They usually arrive with a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with either strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24 hours on an antibiotic, a child is usually no longer contagious and may--with a doctor's permission--return to school.
- Ear infections, unless properly treated, can cause permanent hearing damage. Here again you should follow the 24-hour rule for fever and antibiotic therapy.
- Chicken pox, a viral disease, is not life threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots (with a "watery" center) on the back, chest, and/or face, the chances are good it's chicken pox. Please tell the school if it is; it's important the school knows this information. Keep your child home for at least a week from the time you first noticed the symptoms or at least two days after the last spot has appeared, whichever period is longer.
- Measles (or Rubella) is a viral infection that attacks a child's respiratory system causing a dry hacking cough, general weariness, inflamed eyes and a fever. If these symptoms appear, keep your child at home and consult your doctor right away to avert more serious complications. If it is confirmed as measles, let the school know so they may be alert to symptoms appearing among other children. The measles' rash of tiny hard bumps will next appear on the child's face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days after the rash has disappeared.

- Pertussis (whooping cough) is a bacterial infection that is spread through the air when an infected person coughs or sneezes and other people breathe in the infected droplets. Pertussis starts like a cold with symptoms of a runny nose and an irritating cough. Within one to two weeks the cough develops into coughing fits. A doctor must diagnose Pertussis with a positive nasal swab that is sent to a certified laboratory. Treatment of Pertussis must be with an appropriate antibiotic. Pertussis is considered a communicable disease, and all positive nasal swabs are reported to the Department of Public Health. The Department of Public Health determines the criteria for isolation of the infected individual and notification of those who may have been in close contact with an infected person.

## **REPORT CARDS**

Report cards will be available at the end of each quarter and accessible for viewing on Infinite Campus. Parents/Guardians are encouraged to contact their child's teacher if you have any questions concerning student progress.

## **GRADE ACCELERATION**

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

## **VOLUNTEERS/FIELD TRIPS**

Volunteers are an important part of the school program. Volunteers will be requested by a special note sent home from the teacher. Volunteers must submit a volunteer form (found on the school [website](#)) and pass a background check. The school does not allow younger siblings to attend field trips. The trips are part of an educational experience and will be treated as such. Parents are not permitted to provide transportation for students. If a parent/guardian chooses to take their child home with them after the field trip, your child must be signed out with their teacher and they may be counted absent for part of the day (see attendance policy).

## **SCHOOL LIBRARY**

The school library contains resource books, periodicals, videos, pamphlets, and recreational reading materials. Students are permitted to check out books from the school library at selected times which are scheduled for each class. Books checked out are the responsibility of the student. Lost or damaged books must be paid for by the student responsible. It is important to have the books returned at the proper time to help prevent lost books. The student must follow the appropriate procedures for checking out materials.

## **STUDENT DRESS INFORMATION**

An individual's grooming, the way they dress, and how they behave do have a bearing on how others react to them. Students should try their best to be clean and neat, so as to bring out their very best efforts. Students should also remember that school is a business-like setting and appropriate attire is required. Clothing should be age appropriate. The entire adult staff at Anderson Elementary will handle incidents of objectionable or offensive attire. [Board policy 502.1](#)

## **RECESSES**

Students feel better and do better in school when they spend time outside in play activities. Outside play is determined by the weather. On days when the temperature and/or wind chill is above 10 degrees Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess. Please listen to early morning weather reports so that children will be dressed appropriately for outside activities (boots, snow pants, warm coats or jackets, caps and gloves, etc.). The administration or nurse will finalize decisions on indoor or outdoor recess if questionable. It is the school policy that students withheld from PE for medical reasons shall not be allowed outdoors for recess. Students may be excused from recess due to illness for one day with a note from a parent or guardian. Students who expect to be excused for more than one day from recess must have a doctor's written excuse.

## **PHYSICAL EDUCATION**

All elementary students are expected to participate in the regular physical education programs. Students will be excused for one day with a written note from a parent/guardian. Students who expect to be excused for more than one P.E. class must have a doctor's written excuse. All students must wear proper shoes and comfortable clothing for exercising and jogging in class. The gym floors are maple wood, and proper shoes (either tie or velcro closures) are needed for the safety of the student. Dress shoes, high tops without strings, backless shoes, flip flops, "jellies"/sandals, black-soled shoes or hard-soled street shoes/clogs/boots are not acceptable footwear for physical education class. Students are required to bring a pair of tennis shoes to school and leave them in their lockers.

## **PARENT/GUARDIAN VISITS**

Parents/Guardians are welcome and encouraged to visit their child's/children's classroom any time after the first and prior to the last week of school. Parents are expected to consult with teachers 24 hours prior to the visit. Prior to visiting the classroom, parents/guardians must check in at the office and show an ID which will generate a picture badge for each visitor. (Visitors who do not present an ID may be asked to leave.) Parents/guardians may visit any day with the exception of when a class is involved in an activity, such as the administration of standardized examinations or when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions, the teacher or principal shall advise the parent of the special situation and shall, at the time, arrange for a visitation at a later date. Parents/Guardians are not to bring younger brothers and sisters along during classroom visits. Please remember that school is our work environment, and extended visits will not be approved.

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

In order to not interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom, and shall have the right to determine a reasonable period of time for a visitor to remain in the classroom. A parent/guardian having more than one child in the same school may visit each child's classroom, proceeding from one class to the other. The principal's office is to have full knowledge at all times of the number and whereabouts of visitors in the building.

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

## **CHILD CUSTODY ISSUES**

We are appreciative of parents who work with the school and one another during custody issues. As a school we will remain neutral in conflicts between parents. Parents are encouraged to schedule joint conferences with the teacher. Staff will provide all records relevant to their child's education to both parents unless stated otherwise in a current court order.

The school will follow court orders that are on file and as written.

## **BICYCLE, SCOOTERS, SKATEBOARDS, SKATES**

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

1. Bikes must be parked in the bike racks in the north and east side of the North gym.
2. No bikes, scooters, skateboards, or skates can be ridden on school property.
3. The school will not be responsible for damage to or theft of any of these objects.
4. Scooters, skates, and skateboards must be kept in lockers if there is room. If there is no room in the lockers, students may be asked to leave them outside with the bicycles.

## **PARENTS/GUARDIANS DRIVING STUDENTS TO AND FROM SCHOOL**

### **Morning Drop-off:**

Students being dropped off by parents/guardians are to be dropped off at the North or South entrance. Students will be lined up in grade level lines in the Anderson gymnasium until 8:05 am.

Students who ride a bus to school will be dropped off at the East entrance and will report to the gymnasium, line up in grade levels and wait until being dismissed at 8:05 am. Students riding the early buses will be supervised by Anderson Elementary staff.

Students eating breakfast at Anderson will need to enter the building using the North entrance. We will begin serving breakfast at 7:30 each morning.

Students walking to school should not arrive before 8:05 am unless they are here to eat breakfast.

### **Afternoon Pick-Up:**

Students not riding a bus will exit from the North and South doors of the building.

Parents/Guardians will have the option of using the driveway between Anderson and the Middle School (north side) or the lanes between Anderson and Morris (south side) to pick up children at the end of the day.

## **WAIVER OF STUDENT FEES**

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 rate or a waiver of fees.

Students whose families are experiencing a temporary financial difficulty may be eligible for temporary waiver of these fees. Parents/guardians or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **STUDENT DIRECTORY/PHOTOGRAPH INFORMATION**

The administration may release the following types of directory information/photographs to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstance: name, address, telephone listing, date of birth, participation in officially recognized teams, and activities. Photographs or likenesses may be released without written consent. Parents/Guardians not wanting their child's directory information/photograph to be given out and/or published must indicate this on the registration form.

## **SEVERE WEATHER PROCEDURES**

In the event of severe weather, which might develop during the school day, students will be retained in their respective schools until such time as they can be safely dismissed or transported home by school bus. Emergency procedures for severe weather conditions have been adopted to ensure the safety of the children. Emergency procedure drills are conducted as part of the school safety program. Parents/Guardians should not call the school during the peak of a storm, as it is important to keep the telephone lines clear.

## **SCHOOL CLOSINGS**

Announcements for school closings, late starts, or early dismissals because of building emergencies or severe weather will be announced via Infinite Campus, Facebook, Twitter, our

[website](#), and local radio and television stations. The announcements will be on the air as early as possible.

## **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/guardians under Section 504 will be enforced.

The Director of Instructional Services, Mrs. Jodi Brogan, is the coordinator of Section 504 activities. If you have questions, please call 515-967-7819.

## **SEARCH AND SEIZURE**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in our 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 or unauthorized materials discovered in the search. [Board Policy 502.8](#)

## **SMOKING, DRINKING AND DRUGS**

The Board prohibits the distribution, dispensing, manufacturing, possession, use, or being under the influence of alcohol, tobacco, illicit drugs, controlled substances, inhalants, or "look alike" substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; or while away from school grounds.

The Board believes such illegal, unauthorized or contraband materials cause disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of alcohol, inhalants, illicit drugs, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. [Board Policy 502.7](#)

## **WEAPONS**

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

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

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

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. [Board Policy 502.6](#)

## **ANTI-BULLYING/ANTI-HARASSMENT POLICY**

The Bondurant-Farrar Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions



For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - Places the student in reasonable fear of harm to the student’s person or property.
  - Has a substantial detrimental effect on the student’s physical or mental health.
  - Has the effect of substantially interfering with a student’s academic performance.
  - 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.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.
- Refer to [Board of Education policy](#) for further definitions and procedural details concerning the filing of complaints. Please contact the building or district office for information. [Board Policy 104](#)

## **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind; the circumstances surrounding the threat;
- the age of the student;

- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat;
- and any other relevant information from any credible source.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The Bondurant – Farrar Community School District does not discriminate on the basis of age, race, color, religion, gender, marital status, national / ethnic origin, sexual orientation, gender identity, socio-economic status, genetic information, or disability in its educational programs, activities, or employment policies. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator can be reached at 515-967-7819. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816)-268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515)-281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Equity Coordinator is responsible for this process. Our Equity Coordinator is Mrs. Jodi Brogan. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to the process should contact the Equity Coordinator, Mr. Chad Carlson, 300 Garfield Street SW, Bondurant, IA 50035. The phone number is (515)-967-7819.

## **ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of

an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper, and posted in all school facilities. The superintendent is responsible for drafting administrative regulations to implement this policy. The BFCSD has appointed Mrs. Jodi Brogan, Director of Instructional Services and Mr. Chad Carlson, Director of Administrative Services, 300 Garfield SW, Bondurant, IA (515)-967-7819, as level-one investigators. [Board Policy 402.3](#)

## **CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION**

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 parent.

If you have any questions about this state law, please contact the building principal. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **HOMELESS ASSISTANCE AND DEFINITIONS**

Listed below are the definitions for homeless children. As per the Educational Secondary and Elementary Act (ESEA) also known as No Child Left Behind (NCLB), local education agencies are required to notify the community at large of the definitions of various homeless categories. This is done so that those parent-guardian/students who meet the criteria of these categories can receive special assistance from the school district and other governmental agencies. Should parent-guardian/students find themselves in a particular situation as described below, they should contact Anderson Elementary and ask for a Guidance Counselor, the School-to-Home Coordinator, or a Principal. Action will be taken upon request for assistance and verification of the request.

### **Homeless definitions:**

Homeless means individuals who lack a fixed, regular and adequate nighttime residence and includes:

*Sheltered/transitionally housed:* Children who are placed by the State or have individually or with a family accessed and are living in a public or private shelter or transitional housing project on a temporary basis.

*Doubled-up:* A child who lives with relatives or friends due to a loss of housing due to disasters, lack of employment, parents will not allow the child to live at home, abandoned children, or other similar situations.

*Unsheltered:* Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar situations of public and private places not ordinarily used as a regular sleeping accommodation for human beings.

*Other:* Abandoned children temporarily housed by hospitals, YWCA or YMCA organizations, etc.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with [Board Policy 502.4](#).

## **INTERNET - APPROPRIATE USE**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students. If a student already has an electronic mail address, the student will, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value. Student Internet records and access records are treated like other student records.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy

and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations. [Board Policy 605.6](#)

## ELEMENTARY SCHOOL COUNSELING PROGRAM

The Bondurant-Farrar Elementary Counseling Program is a vital component of the total educational process. It emphasizes the social and emotional developmental needs of all elementary students. The program promotes growth in developing positive attitudes toward self, family and community, and improving communication skills in relationships with others. Emphasis is placed on prevention of behavior and social problems rather than remediation. The development of a positive self-direction is the ultimate goal.

## SPECIAL EDUCATION SERVICE DELIVERY PLAN

The Iowa Administrative Rules of Special Education require each school district to develop a plan for the delivery of special education services. If you wish to review the current plan, please contact one of the administrators listed below.

Mrs. Jodi Brogan, Director of Instructional Services	<a href="mailto:broganj@bfschools.org">broganj@bfschools.org</a>	515-967-7819
Dr. Erin Bone, Director of Special Education Services	<a href="mailto:bonee@bfschools.org">bonee@bfschools.org</a>	515-967-7819
Mr. Erik Garnass, High School Principal	<a href="mailto:garnasse@bfschools.org">garnasse@bfschools.org</a>	515-957-8191
Mr. Mike Kramer, Intermediate School Principal	<a href="mailto:kramerm@bfschools.org">kramerm@bfschools.org</a>	515-967-3711
Mr. Jeremiah Ostrem, Junior High Principal	<a href="mailto:ostremj@bfschools.org">ostremj@bfschools.org</a>	515-967-7970
Mr. Mel Hewitt, Anderson Elementary Principal	<a href="mailto:hewittm@bfschools.org">hewittm@bfschools.org</a>	515-967-7494
Mr. Ben Anderson, Morris Elementary Principal	<a href="mailto:andersonb@bfschools.org">andersonb@bfschools.org</a>	515-967-6361

## NEED HOMEWORK HELP?

Need information for projects? Find help at [www.iowaaeaonline.org](http://www.iowaaeaonline.org)

- 10 years of weather data plus current severe weather info – AccuWeather
- Training for learning software applications: Adobe Acrobat, Photoshop, Word, Excel and more – Atomic Learning
- Photos, sound clips, fonts and clip art – all available at Clipart.com
- Full-text magazine and newspaper articles all grade levels and professional – EBSCOhost (multi-language)
- Photos from around the world from 1840 to today! AP Multimedia Archive
- Up-to-date information on hot topics/maps/debate info SIRS Researcher
- Digital videos, concept clips, photos, clip art, articles – unitedstreaming
- Start your research with World Book. Check out the new primary source documents!
- Search the Des Moines Register back to 1999 with Newsbank
- Find great fiction by author, title, topic or reading level – NoveList & NoveList K-8

Username: 0720ande

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## **HELP YOUR CHILD GET BETTER GRADES**

**PARENTS/GUARDIANS** can help kids get better grades by teaching them to enjoy learning and getting involved in their schoolwork. No matter how good a child's teacher or school is, there always is a need for positive reinforcement at home. Here are some ways parents can help their children get good grades.

**READ** with a young child for at least 15 minutes each day. If your children are old enough to read, let them take turns reading aloud. Short, regular sessions help develop the reading habit.

**DON'T** compare siblings and don't always expect younger children to do as well as older brothers or sisters. All children develop at different rates.

**GIVE** praise when children's grades show improvement — not only when they are A's.

**TALK** over the school experiences and review lessons each day.

**PARTICIPATE** in children's homework by sitting down to listen to them memorize something, making helpful suggestions or checking over answers.

**PROVIDE** an appropriate area for homework (apart from television) and agree with your child on a regularly scheduled time for the task every night.

**ELIMINATE** factors that interfere with schoolwork. Television is a big culprit. Studies show the average child watches 30 hours of TV per week, and that often cuts deeply into homework time.

**SINCE** television is not going to go away, use it creatively to stimulate discussions, introduce new ideas, and provide insights.

**PLAN** family outings to interesting, educational places, such as zoos, museums, and historical sites.

**PLAY** games requiring imagination and thinking - number games, word games, and guessing games.

**BE** a good listener. When children think that parents are "tuning them out" when they talk, they soon stop communicating. Take a sincere interest in your children's school activities and friends. It can help avoid a lot of problems later on.

**GET** involved in the school through the local parent-teacher organization, school board, or other groups.

**TAKE** your children to the library once or twice per week. Choose books together. Let them know at an early age that the world of knowledge is important, exciting, and entertaining.

**CONTACT** the teacher early in the year to get to know them in a positive way. Then if a problem arises or grades drop suddenly, it will be easier to resolve with someone you already know.

## **IMPORTANT DATES FOR PARENTS 2023-2024**

TUESDAY, AUGUST 23 – School Starts (2:00 Dismissal)  
2:00 DISMISSAL EVERY MONDAY

August 14-15	New Teachers Report
August 16-18	All Teachers Report
August 21-22	All Teachers Report
August 21	Back-to-School Night 4-6 pm
August 23	First Day of School - Students Dismissed at 2:00 pm
September 4	No School – Labor Day
September 19	School Pictures
October 24	Picture Retakes
October 27	Fall Parties
October 27	Report Cards Available Online
October 30	Parent/Teacher Conferences (3:00-7:00 pm)
November 2	Parent/Teacher Conferences (3:00-7:00 pm)
November 3	No School - Professional Development for Teachers
November 22-24	Thanksgiving Break
December 22	Winter Party (last day before break)
December 25	Winter Break Begins
January 2, 2024	No School - Professional Development for Teachers
January 3	Students Return to School
January 12	Report Cards Available Online
January 15	No School – Professional Development for Teachers
February TBA	Spring Party
March 4	Parent/Teacher Conferences (3:00 pm-7:00 pm)
March 7	Parent/Teacher Conferences (3:00 pm-7:00 pm)
March 8	No School
March 11	Spring Break Begins
March 18	Students Return to School
March 22	Report Cards Available Online
April 15	No School - Professional Development for Teachers
May 24	Last Day with Students – 1:00 Dismissal
May 28	Professional Development
May 28	Report Cards Available Online

### **Important Assessment Dates:**

August 27-Sept 29	FAST	Reading
January 2-February 2	FAST	Reading
April 2023	ISASP /Conditions for Learning	All Subjects
April 22-May 31	FAST	Reading