

BONDURANT-FARRAR ALTERNATIVE PROGRAM 2023-2024 Handbook



Mission: Students will receive a quality education in a flexible environment that recognize students' individual needs and differences and will prepare them to be successful beyond graduation.

Bondurant-Farrar Alternative Program Behavior

Please read the following to determine if the Bondurant-Farrar Alternative Program is the right choice for you.

- BFAP is for students who want or need a different approach to learning
- BFAP provides a comfortable, safe, and welcoming environment where the rights of others are respected.
- Students work at a pace that benefits their own learning style.
- Class size is smaller allowing for more individual attention.
- Students are expected to attend class and arrive on time.
- Parents are encouraged to attend Parent/Teacher Conferences

By following the guidelines listed below, you will succeed at BFAP and graduate.

1. I am committed to succeed
2. I will be in school on time every day
3. I will make progress in class on a daily basis
4. I will make a respectable effort on any standardized test I am required to take
5. I will respect others by using appropriate language
6. I will be accountable and take responsibility for my actions
7. I will honor and respect other people's property, the building, and equipment
8. I will be involved in school and take advantage of my opportunities
9. I will be drug, alcohol, and tobacco-free at BFAP
10. I will do my best every day

Students are not allowed to return to the traditional high school during the school day without permission from the principal, assistant principal, or school counselors.

This handbook is for you as a student. The information given is basic and does not include all the regulations and policies that might be necessary. Students who attend the Bondurant-Farrar Alternative Program fall under the guidance of this handbook as well as the Bondurant-Farrar High School Student Handbook. [High School / Student Handbook](#) situations and circumstances not covered in the handbook are left to the discretion of the staff and administration of the Bondurant-Farrar Alternative Program.

Alternative Program students are not allowed back into the regular high school program once they become a student in the program.

The following factors will be evaluated for admission:

1. A student must have completed at least 3 semesters of high school
2. A student has poor grades, such as failing in one or more school subjects or grade levels
3. A student has social-emotional circumstances
4. A student has a high rate of absences/tardiness defined by district policy
5. A student is behind in credits and can't attain what is needed to graduate within the semesters they have remaining
6. Administrative approval is required to admit students to the program who do not meet the above criteria.

Admission Process

1. Students are referred to the Alternative Program by the administration, at-risk coordinator or school counselor, or students may request information from the administration or the Alternative Program Coordinator concerning admission into the program.
2. Students and parents/guardians will complete a pre-enrollment form to begin the process of data collection by BFAP staff.
3. BFAP staff will collect the student's transcripts, current grades, attendance history, behavior history, prior intervention history, IEP and goal process, 504, information from Juvenile Court Liaison Officer, school nurse, and any other appropriate sources.
4. The intake staff will meet with the student and a parent/guardian to determine the appropriateness of the BFAP program for the student. Acceptance or denial into the program will be determined at the intake meeting. Other high school completion programs or processes may be offered.
5. The intake staff will consist of the Alternative Program Coordinator, Special education teacher (if needed), administrator, and school counselor.
6. At the intake meeting, the following information will be reviewed
 - a. Academic history, including transcript, grades, IEP, 504, prior interventions, credit recovery.
 - b. Attendance and behavioral history
 - c. Work history
 - d. Health history
7. Upon acceptance into the BFAP, the expectation of the program will be reviewed and the student and parent/guardian will sign the BFAP contract.
8. Student and Parent will sign an attendance notification of policy
9. Students who choose the alternative program to complete their diploma will not be allowed to return to the regular academic setting.

CLASSROOM GUIDELINES AND DISCIPLINE PROCEDURES

- Swearing – if a student is caught swearing he/she will be given a warning. If the student swears again he/she will be asked to leave for the day. “It slipped” is not an acceptable excuse.
- Sleeping – Students are not allowed to sleep in class. If a student is too tired to stay awake in class then they need to go home. Three warnings will be given to wake up and then if it happens again the student will be asked to leave.
- Drawing or doodling – students are asked to not draw or doodle on their work. If a student needs to engage in drawing or doodling it must be appropriate material and done only during designated break times.
- Talking- Students are given ample time to socialize. If a student is talking too much during designated classroom work time they will be given a warning. If the talking continues the student will be asked to leave for the day.
- Students who are off-task will be given the warning to get back to work. If the behavior continues the student will be asked to leave for the day.
- Cell phones/I-Pods are not to be used during classroom work. Students may use their phones for music. During break times students can use their phones. Each student will get 2 warnings if their phone is out and they are on it during work time. After the 2nd warning the phone will be put in a designated place.
- At any time if a student is disrespectful or insubordinate they may be asked to leave.

FEES AND REGISTRATION

Students attending the Bondurant-Farrar Alternative Program are required to complete registration forms and pay fees. Registration forms and information is available through the High School Office.

GENERAL INFORMATION

Beverages/Food

Food within reason, will be allowed as long as you don't make a mess. Please place your garbage in the wastebaskets.

Breaks

May be taken inside the classroom. Students are not allowed to go to their cars during the break

Computer Usage

Students will take their classes online using Edmentum Educational Software. This requires the student to access the internet. They are not to be on any other site other than PLE. During break time, the students are not to be viewing any material that is not suitable for school (fights, weapons, ETC.....)

Extra-Curricular Events

BFAP students may participate in extra-curricular activities. These activities include school dances, athletic events, homecoming festivities, and clubs and athletic teams. To participate, the student must be a student in good standing and meet the academic and good conduct eligibility requirements, per the Bondurant Farrar High School Student Handbook, the BFAP Student Handbook, and the Iowa High School Athletic Associations requirements.

Dress Code:

Students are to wear appropriate dress, which reflects good taste and is not disruptive to the educational environment. While students have a great deal of freedom and responsibility in school dress, some guidelines are to be followed.

Footwear is to be worn at all times. While most clothing styles are acceptable, examples of unacceptable attire are midriffs, halter-tops, unfinished or inappropriate tank tops and shorts or skirts that are too short. Additionally, clothing that displays obscene materials or profanity or advertised products that are in conflict with the policies and rules of Bondurant-Farrar High School Student Handbook, such as alcoholic beverages, drugs, tobacco, ETC. are considered inappropriate.

Visitors:

Students are NOT allowed to bring visitors to the school. Visitors disrupt the educational environment.

Telephone Usage:

The telephone in the Alternative Program is not for student use. The student may take emergency calls; students will receive messages for any other calls. Cell phones are not to be used during classroom time for calls, texting, surfing the web, or playing games.

Smoking, Tobacco and Vaping Possession Policy

Students in possession of tobacco, smoking or Vaping on school grounds will be referred to the School Resource Officer and Administration. Students may be issued a police citation for drugs and/or alcohol in lieu of a suspension.

Sexual Harassment

Sexual harassment is any sexual behavior that is unwanted or unwelcome. Sexual harassment will not be tolerated in the BFAP. Sexual Harassment includes offensive language, offensive gestures, and unwanted sexual advances. Students are asked to report such incidents to the instructor or the High School Administration.

Drop Policy

Students may be dropped from the BFAP for several reasons.

Parents and the student will be notified prior to a student being officially dropped because of attendance and notified if a conference is needed to discuss continued enrollment status.

If a student's behavior or attitude in class is continuously obstructing the educational environment, the student may be asked to go home for a 24-hour period. If the student continues to be disruptive, then parents and students may be contacted for a conference to decide if the student may remain enrolled.

Each student who is dropped from BFAP may have the opportunity to re-enroll to attend at the beginning of the next term depending on the number of students enrolled

WEEKLY/TERM REPORTS:

Instructors will send to parents each week a report of academic progress and attendance. To remain on schedule to graduate, a student should complete a minimum of 6 credits a semester. Parents are encouraged to set up a family Sensi account through our current provider to have daily and weekly updates. Semester reports will be sent home to parents at the completion of a semester.

SCHOOL CALENDAR:

The BFAP will follow the Bondurant-Farrar Community School District Calendar. In the event of a school cancellation, late start, or early dismissal, there will be an announcement through the school's emergency network as well as on local radio and TV stations.

PE REQUIREMENT:

Kids will track activity time through Google Sheets.

- 1) 1000 minutes - .5 credit
- 2) 2000 minutes – 1 credit
- 3) 3000 minutes – 1.5 credits
- 4) 4000 minutes – 2 credits

This is all worked out with cooperating PE teachers as a district.

SPECIAL EDUCATION SERVICES

Students who attend the Bondurant-Farrar Alternative Program and who qualify for Special Education Services will have their services provided at the Alternative Education Program Building. Students are required to continue attending special education classes until they have been appropriately exited from the program.

SCHOOL COUNSELING SERVICES:

Bondurant-Farrar Alternative Program students can expect school counseling services while they are a student. These will focus on:

1. Academic Development
2. Social/Emotional Development
3. Career Development

Students may call anytime during the school day to schedule personal appointments with the school counselor(s).

GRADUATION:

Students who attend the Bondurant-Farrar Alternative Program have the option to receive their diploma after their class graduates or to take part in the annual graduation ceremony.

Notification of the students who intend to take part in the annual graduation ceremony is due to the high school office by the 1st of February. Failure to notify by this time will result in this option not being available.

****Students who intend to participate in the annual graduation ceremony will have needed to order their personal CAP, GOWN, AND TASSEL. Class ordering takes place in the fall of each school year**

Level 1 Investigator

Procedures for investigations of abuse by employees are handled by the district Level 1 Investigators, Chad Carlson or Jodi Brogan who can be contacted by calling the district office at 515-967-7819.

Alternative Program Attendance Policy

Our attendance philosophy will result in maximum attendance for all students in the Alternative Program. Our goal is to motivate students to attend regularly and take advantage of their work time as we know that good attendance is an indicator of success in our program. Furthermore, teaching students the importance of regular attendance and punctuality are life skills that are critical to the success of post-high school education and training.

(1) All students will begin each quarter with zero absences and are allowed 6 absences every 6-week session.

A student may accrue no more than 6 (unexcused) absences each quarter. On the 6th absence, the student will be dropped from regular attendance at the Alternative Program for the remainder of that 6-week session. The student will not be allowed to work on Edmentum outside of school, however, if a student has an IEP they will still have access to special education services during this time. The student is expected to return at the start of the following quarter (if a seat is available).

Tardy/Late - A 15 minute "grace period" is built in for students at the beginning of each session. Students who are 15 minutes late will be counted as absent for the day. A student who is tardy to school will be noted and counted. For every 3 tardies, an absence will be recorded and deducted from your 6 per session.

* If no seat is available, the student will be placed on a waiting list. Students on the waiting list will be contacted by the Alternative Program staff when a seat becomes available.

** Students who fail to return on the first day of the new quarter will begin to accrue unexcused absences.

*** Students who provide documentation of absence within 24 hours (doctor, court, or other approved by alternative program staff) will not have that absence counted against them.

(2) If a student is asked to leave by staff for any reason (a refusal to work, excessive sleeping, non-compliance with rules, disrespect, disrupting the learning environment, inappropriate language or comments, etc.), that day will be counted as an absence toward their 6 available absences per session.

CLASS SCHEDULE

	AM SESSION	PM SESSION	
<u>MONDAY</u>			
BREAKFAST	8:10 - 8:30	LUNCH	11:00 - 11:30
CLASS	8:30 - 11:00	CLASS	11:30 - 2:00

<u>TUESDAY - FRIDAY</u>			
BREAKFAST	8:10 - 8:30	LUNCH	11:30 - 12:00
CLASS	8:30 - 11:30	CLASS	12:00 - 3:00

***Students will attend only one half-day session.**

2-HOUR LATE START

	AM SESSION	PM SESSION
MONDAYS	10:30 - 12:00	12:15 - 1:45
TUESDAY - FRIDAY	10:30 - 12:30	1:00 - 3:00

Academic Program

Students at B-F Alternative Program are required to earn 40 credits to graduate with an alternative diploma. EDMENTUM online courses are available to meet graduation requirements.

Requirements for Graduation

Language Arts (8)

- *Eng. 9: (2)
- *Eng. 10: (2)
- *Eng. 11: (2)
- *English Elective (2)

Math (6)

- *Algebra or Algebra Concepts (2)
- *Math Elective (4)

Science (6)

- *Physics in the Universe (2)
- *Biology (2)
- *Chemistry or Chemistry Concepts (2)

Social Studies (6)

- *American History (2)
- *American Government (1)
- *Social Science (2)
- *World Geography (1)

Career Technical Classes (3)

Required Classes (2)

- *Health
- *Personal Finance

Electives (9)

* PE is required by law for graduation. (Student will need 8 units of PE)

The BFAP program will be divided into 6-week sessions throughout the school year. Students will complete an average of 2 credits every 6 weeks to remain in good standing with the BFAP. Progress will be monitored daily, but reported for good standing at semester. Students must complete the lessons and quizzes in order. Students will work with the BFAP staff on the pacing of their classwork, based on how many credits they need for graduation. If a student is not making appropriate progress an academic performance contract will be developed and enforced.

*Approved by the B-FCSD Board of Education on July 10, 2023

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

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