

Required Statements

Bondurant-Farrar Community School District

Highly Qualified Teachers

If you would like information on your child's teacher's qualifications, state licensure status, special endorsements for grade level/subject areas taught, or baccalaureate/graduate degree, you may contact the office of the Director of Instructional Services by calling 967-7819 or by sending a request to:

Director of Instructional Services
Bondurant-Farrar Community Schools
300 Garfield St. SW
Bondurant, IA 50035

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

Harassment & Abuse Policies

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.

To view the full policy, click here.

Notification of Rights under PPRA

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

- (1) Political affiliations or beliefs of the student or student's parent;
- (2) Mental or psychological problems of the student or student's family;
- (3) Sex behavior or attitudes;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of others with whom respondents have close family relationships
- (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (7) Religious practices, affiliations, or beliefs of the student or parents; or
- (8) Income, other than is required by law to determine program eligibility.

* Receive notice and an opportunity to opt a student out of -

- (1) Any other protected information survey, regardless of funding;
- (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening permitted or required under State law; and
- (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

* Inspect, upon request and before administration or use -

- (1) Protected information surveys of students;
- (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (3) Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under the State law.

Bondurant-Farrar Community School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. BFCSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. BFCSD will also directly notify, such as through the U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. BFCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- * Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- * Administration or any protected survey not funded in whole or in part by ED.
- * Any non-emergency, invasive physical examination of screening as described above.

Parents who believe their rights have been violated may file a complaint to:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record that they want changed, and specify why it is inaccurate. If the school decides not to amend the record as they requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.](4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4506

Annual Notice of Nondiscrimination Policy:

The Bondurant-Farrar Community School District offers career and technical programs in the following service areas:

Agricultural Education, Business Education, Family and Consumer Sciences Education, Industrial Education, and Marketing Education.

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, chad_carlson@bondurant.k12.ia.us
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

Continuous Notification of Nondiscrimination Policy:

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, chad_carlson@bondurant.k12.ia.us

or

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone (312) 730-1576, Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Grievance Procedure:

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:

Equity Coordinator: Chad Carlson
300 Garfield Street SW
Bondurant, Iowa 50035 515-967-7819

[To view the entire policy, click here.](#)

Waiver of Student Fees

Students whose families meet the income guideline for free and reduced price lunches, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or reduced. Students whose families are experiencing temporary financial difficulty may also be eligible for a temporary waiver of fees. Parents or students who believe they may qualify because of temporary financial hardships should contact the school principal for a waiver form. A waiver form is required for all waivers or partial waivers. This waiver does not carry over from year to year and must be completed annually.

Free of "Friable" Asbestos

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act, a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District office. No "friable" asbestos is present in any of the school district facilities. The only possible asbestos material would be the floor tile mastic in the Anderson Elementary building, and that exposure possibility is extremely small.

Smile for the Camera!

In an effort to increase safety of transporting students to and from school and activities, the Bondurant-Farrar Community School District has a system of “bus-cams” to videotape student safety on buses. The videotaping is done randomly. This notice is to advise parents and students that it will be done on all buses throughout the school year. Parents and other interested parties on a “need-to-know” basis may view these videotapes through the Transportation Director.

Release of Student Information

The Bondurant-Farrar Community School will release the following student information: name, grade level, participation in school activities, awards or other recognition, and other information normally associated with sports, honor rolls, or academics. To request that the information remain confidential, a student over the age of seventeen, a parent or a guardian, must notify the building principal within fifteen days of this publication.

Regarding the Homeless

The Board of Directors of the Bondurant-Farrar Community School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 3 and 21 who lacks a fixed, regular and adequate night time residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility or not living with nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The District shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, and food and nutrition programs, on the same basis as those services and assistance provided to resident pupils. If you need further assistance or information, please contact the building principal or the Superintendent of Schools.

Mrs. Amy McKern, Homeless Liaison

Tobacco Use Prohibited

The Bondurant-Farrar Board of Education has adopted a “tobacco-free” policy for all school buildings, grounds and vehicles. This policy prohibits the use of tobacco in any form in or on all school property. Your compliance with this policy will make attendance at school activities more enjoyable for everyone.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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The Bondurant – Farrar Community School District does not discriminate on the basis of age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability.