



Affirmative Action Plan

2021 - 2023

EEO/AA

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Introduction

The Bondurant-Farrar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies.

Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The Bondurant-Farrar Community School District complaint procedure in its entirety is located in the Board of Directors policy manual. Procedures for staff, parents, students, and community members are referred to in Board policies. Copies of the Affirmative Action Plan are located in the District Office, the Director of Administrative Services office and on the District's website, www.bfschools.org.



Affirmative Action Compliance Program

School Board Members:

Kristin Swift, President
Stacia Sanny, Vice President
Chris Freese
Sue Ugulini
Garry Lenhart

Administrative Team:

Dr. Rich Powers, Superintendent
Jodi Brogan, Director of Instructional Services
Chad Carlson, Director of Administrative Services
Erik Garnass, High School Principal
Jeremiah Ostrem, High School Assistant Principal
Ryan Sweeney, 7-12 Activity Director
Mike Kramer, Middle School Principal
Shannon Cline, Middle School Assistant Principal
Mel Hewitt, Anderson Elementary Principal
Kevin Vanderlinden, Anderson Elementary Assistant Principal
Ben Anderson, Morris Elementary Principal
Joannie Sanger, Morris Elementary Assistant Principal

Affirmative Action / EEO Coordinator:

Chad Carlson, Director of Administrative Services
Phone: 515-967-7819 Email: carlsonc@bfschools.org

Section 504 Coordinator/Americans with Disabilities Compliance Officer

Jodi Brogan, Director of Instructional Services

Educational Equity Officer

Chad Carlson, Director of Administrative Services

District Level 1 Investigator

Chad Carlson, Director of Administrative Services
Jodi Brogan, Director of Instructional Services



Board Policies

Code No. 102

Equal Educational Opportunity

It is the policy of the Bondurant-Farrar Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

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

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Legal Reference: 20 U.S.C. §§ 1221 et seq.
20 U.S.C. §§ 1681 et seq.
20 U.S.C. §§ 1701 et seq.
29 U.S.C. § 206 et seq.
29 U.S.C. § 794
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 et seq.
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
401.1 Equal Employment Opportunity
500 Objectives for Equal Educational Opportunities for Students
506.1 Student Records

Adopted: 04/10/1995
Reviewed: 01/11/1999; 11/12/2001; 01/10/2005; 11/12/2007; 03/12/2012; 01/27/2014; 2/27/2017
Revised: 02/08/1999; 12/10/2001; 02/14/2005; 12/10/2007; 04/09/2012; 01/27/2014; 2/27/2017



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

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;



- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Adopted: 02/14/2005
Reviewed: 01/10/2005; 11/12/2007; 03/12/2012; 01/27/2014; 2/27/2017
Revised: 12/10/2007; 04/09/2012; 01/27/2014; 2/27/2017



Annual Notice of Nondiscrimination

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

- Agricultural Education
- Business Education
- Family & Consumer Sciences Education
- Industrial Technology 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 Street 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

Approved: 04/10/1995

Reviewed: 01/11/1999; 11/12/2001; 01/10/2005; 11/12/2007; 03/12/2012; 2/27/2017

Revised: 02/8/99; 12/10/2001; 02/14/2005; 12/10/2007; 04/09/2012; 2/27/2017



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:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) 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.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.



School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Administrative procedures regarding this policy include:

- Developing procedures for reporting acts of bullying and harassing behavior;
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website
- (other)



Legal References: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 2et. seq.
Iowa Code §§ 216.9; 280.28; 280.3.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Adopted: 08/13/2007
Reviewed: 07/09/2007; 11/12/2007; 03/12/2012; 01/27/2014; 2/27/2017; 02/10/2020
Revised: 12/10/2007; 04/09/2012; 01/27/2014; 2/27/2017; 02/10/2020



Anti-Bullying/Harassment Investigation Procedures

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available [here](#). An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an



investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Adopted 08/13/2007

Reviewed: 07/09/2007; 11/12/2007; 03/12/2012; 10/26/2020

Revised: 12/10/2007; 04/09/2012; 10/26/2020



Complaint Form (Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): _____

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? _____

Date and place of alleged incident(s): _____

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other - Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.



I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Adopted: 08/13/2007
Reviewed: 10/26/2020
Revised: 10/26/2020



Witness Disclosure Form

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):
_____Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other - Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: _____

_____Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Adopted: 08/13/2007
Reviewed: 11/12/2007; 03/12/2012; 10/26/2020
Revised: 12/10/2007; 04/09/2012; 10/26/2020

Equal Employment Opportunity

The Bondurant-Farrar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the Board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any position, the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Bondurant-Farrar Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Bondurant-Farrar Community School District, 300 Garfield Street SW, Bondurant, Iowa 50035; or by telephoning [515] 967-7819.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, 500 W. Madison St., Suite 2000, Chicago, IL, 60661, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/chicago/> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.iowa.gov/government/crc/>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.



Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference: 29 U.S.C. §§ 621-634 (2012).
42 U.S.C. §§ 2000e et seq. (2012).
42 U.S.C. §§ 12101 et seq. (2012).
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (2013).
281 I.A.C. 12.4; 14.1; 95.

Cross Reference: 102 Equal Educational Opportunity
104 Bullying/Harassment
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

Adopted: 03/15/1999

Reviewed: 03/11/2002; 10/11/2004; 09/29/2008; 01/27/2014; 02/27/2017

Revised: 04/08/2002; 12/13/2004; 10/13/2008; 01/27/2014; 02/27/2017



Section 504 of the Rehabilitation Act of 1973 - Parent/Guardian Notice

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Bondurant-Farrar Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Bondurant-Farrar Community School District has the responsibilities under Section 504, which includes the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to file a grievance and to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- 1) Inspect and review his/her child's educational records;
- 2) Make copies of these records;
- 3) Receive a list of the individuals having access to those records;
- 4) Ask for an explanation of any item in the records;
- 5) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- 6) A hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Director of Instructional Services, Section 504 Coordinator for the Bondurant-Farrar Community School District, 300 Garfield Street SW, Bondurant, IA 50035, (515) 967-7819.

Adopted: 01/09/1995

Reviewed: 03/01/1999; 03/11/2002; 10/11/2004; 09/29/2008; 01/27/2014; 05/14/2018

Revised: 03/15/1999; 04/08/2002; 12/13/2004; 01/27/2014; 05/14/2018



Section 504 Grievance Procedures

1. An alleged grievance under Section 504/ADA must be filed in writing fully setting out the circumstances giving rise to such grievance.
2. Such claims must be made in writing and filed with the Director of Instructional Services, Bondurant-Farrar Community School District, 300 Garfield Street SW, Bondurant, IA, 50035, (515) 967-7819.
3. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
4. The Section 504/ADA Coordinator - the Director of Instructional Services will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
5. The Section 504/ADA Coordinator will give the parent/guardian, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issue(s) raised. The grievant may, at their expense, be assisted or represented by individuals of his/her choice including an attorney.
6. The local school will make its decision in writing within fifteen (15) days after the hearing.
7. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Adopted: 01/09/1995

Reviewed: 03/01/1999; 03/11/2002; 10/11/2004; 09/29/2008; 09/16/2014; 05/14/2018

Revised: 03/15/1999; 04/08/2002; 12/13/2004; 10/13/2008; 09/16/2014; 05/14/2018



Administrative Statement

The Bondurant-Farrar Community School District has been, and will continue to be, an equal opportunity employer. This Affirmative Action Program has been adopted in an effort to increase the participation of women, minorities and persons with disabilities in positions in which those groups are underrepresented. To help ensure full implementation of this policy, we will provide that:

1. Persons are recruited, hired and promoted for all jobs without regard to age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability. Placement decisions are based solely on an individual's qualifications for the position being filled.
2. Other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, and district sponsored programs and activities are administered without regard to age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability.

It is our policy to take affirmative action in the employment of qualified minorities, females/males, handicapped individuals and veterans as provided by Iowa Code Chapter 70. Reasonable accommodation will be provided whenever possible in our efforts to advance employment opportunities for handicapped individuals and disabled veterans.

The School Board and the administration are committed to equal opportunity and affirmative action. We expect all members of the staff to assist and support us in attaining these objectives of equal employment opportunity and affirmative action.



Kristin Swift, School Board President

December 13, 2021

Date



Dr. Rich Powers, Superintendent

December 13, 2021

Date



Legal Basis and Compliance Requirements

State and federal laws prohibit discrimination in employment based on race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability. Those laws apply to all aspects of the employer-employee relationship. Those laws are directed toward conduct, which are those laws that regulate what may not be done.

Iowa law now requires each school district, area education agency and merged area school to “develop affirmative action standards.” This program has been developed to meet the requirements of Iowa Code Section 19B.11 (1989) and Department of Education rules in Iowa Administrative Code 281-Chapter 95.

“Affirmative Action” is defined as “action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.” Thus, anti discrimination law regulates what will not be done and affirmative action law specifies what will be done. The Iowa affirmative action law and rules apply to “recruitment, appointment, assignment, and advancement of personnel.”

The term “underrepresentation” means having fewer members of a racial/ethnic group, women, men or persons with disabilities in a particular job category than would be reasonably expected based on their availability in the relevant labor market.

For purposes of affirmative action, the terms “disabled” and “person with a disability” mean “any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment.”

If the analysis that is required to be done by the school district identifies underrepresentation in a job category, objectives are required in an attempt to eradicate the underrepresentation. The objectives are not to be treated or understood as rigid and inflexible quotas that must be met, but as reasonable aspirations toward correcting imbalance in the workforce. Change can occur only when vacancies in job groups where underrepresentation exists, race, sex or disability will serve as selection criteria but will not be the sole criteria; such elements will serve as a “plus” factor for individuals from an underrepresented group who are equally qualified for the position to be filled.

Legislative and Administrative Guidelines

In an effort to achieve Equal Employment Opportunity for all, the Bondurant-Farrar Community School District will be guided by the intent and mandate of relevant laws and regulations, including but not limited to the following:

- A. Civil Right Act of 1964 As Amended, 42 U.S.C. Section 2000e et. seq.

Title VII, Section 703: It shall be unlawful employment practice for an employer

1. To fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin;
2. To limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment



opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin.

3. It shall be an unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of his race, color, religion, sex, or national origin, or to classify or refer for employment any individual on the basis of his race, color, religion, sex, or national origin.

B. Title IX Non-Discrimination in Federally Assisted Education Programs, 20 U.S.C. Section 1981.

1. Prohibits discrimination on the basis of sex against students in educational programs within educational agencies that receive federal funds.

C. Fourteenth Amendment to the U.S. Constitution

1. Section 1 declares that all persons born or naturalized in the United States, and subject to the jurisdiction thereof are citizens of the United States and of the state wherein they reside and that no state shall make or enforce any law which shall abridge the privileges and immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property without due process of law; nor deny persons within its jurisdiction, the equal protection of the laws.

D. The Vocational Rehabilitation Act of 1973, 29 U.S.C. Section 794 et. seq.

1. Section 504. Prohibits discrimination based on handicap for both employment and the provision of services.

E. Age Discrimination in Employment Act of 1967, 29 U.S.C. Section 621 et, seq.

1. Seeks to prevent employment discrimination because of age against persons over the age of 40.

F. The Equal Pay Act of 1963, 29 U.S.C. Section 206d

1. The Equal Pay Act was the first federal law specifically aimed at correcting discrimination in employment. Basically, it mandates "Equal pay for equal work" regardless of sex. The law's three benchmarks for a job are skill, effort, and responsibility.

G. Pregnancy Discrimination Act of 1978, 42 U.S.C. Section 2000e(k)

1. The Pregnancy Discrimination Act of 1978 requires employers to provide the health and disability benefits to pregnant employees as would be provided to any other employee with a disability.

H. Equal Employment Opportunity Commission (EEOC) Guidelines 29 CFR, paragraph 1608.1b (1985).

1. The EEOC has issued guidelines that encourage employers to voluntarily undertake programs which, "Improve Opportunities for minorities and women." The United States Supreme Court has generally deferred to EEOC



interpretation of Title VII and the guidelines, which support that agency's position.

I. Iowa Code Chapter 601A (1989)

1. The Iowa Civil Rights Act was adopted in 1965. The Act, as amended, prescribes the powers and duties of the Civil Rights Commission and the definitions of unfair practices related to employment, accommodations or services, housing education and credit. The Chapter contains the procedures for processing complaints of discrimination. Pursuant to the Act, it is unfair practice to discriminate in employment against any applicant for employment or any employee because of age, race, creed, color, national origin, religion or disability of such applicant or employee, unless based upon the nature of the occupation.

J. Iowa Code, Section 198.11 (1989)

1. This section of the Iowa Code requires equal employment opportunity and affirmative action in school districts, area education agencies, and community colleges. The State Board of Education adopted rules to implement Section 198.11, codified as Iowa Administrative Code 281-95 through 281-95.7. The rules require specific steps to accomplish the goals of affirmative action in the recruitment, appointment, assignment, and advancement of personnel.

K. Americans with Disabilities Act of 1990

1. This Act, as it relates to employment, became effective July 26, 1992. It provides that no employer shall discriminate against a qualified individual with a disability because of the disability of such individual with regard to job application procedures, hiring advancement, or discharge of employees, employee compensations, job training, and other terms, conditions, and privileges of employment.

Affirmative Action Compliance Program

The Bondurant-Farrar Community School District has an established policy of Equal Employment Opportunity with respect to age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities and persons with disabilities. In order to effectively communicate and interpret the district's policies to all levels of the administration and all other employees, community and educational agencies, and the public in general, the following will be undertaken:

- A. Dissemination of Policy: Employees will be reminded annually of the districts written statement of policy through the student handbook, teacher handbook, school calendar, and all employment applications.
- B. Employment advertisements will contain assurance of equal employment opportunity.
- C. All employment and recruiting sources where jobs are listed by the district will be reminded of our policy, both orally and in writing.
- D. All employees, including women, minority groups and employees with disabilities will receive compensation in accordance with the same standards. Opportunities for



performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to Chad Carlson – Director of Administrative Services, Bondurant-Farrar Community School District, 300 Garfield Street SW, Bondurant, IA 50035-9203.

Inquiries may also be directed, in writing, to the Office for Civil Rights, U.S. Department of Health and Human Services, 601 East 12th Street, Room 353, Kansas City, MO 64106-or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Affirmative action program will be reviewed and updated every two years.



Quantitative Analysis

Workforce - As of October 2021

	Hispanic or Latino		MALE STAFF						FEMALE STAFF						TOTAL
	M	F	White	Black / African American	Asian	Native Hawaiian/Other Pacific Islander	American Indian/Alaskan Native	Two or More Races	White	Black/African American	Asian	Native Hawaiian/Other Pacific Islander	American Indian/Alaskan Native	Two or More Races	
Officials, Administrators, Managers	0	0	4	0	0	0	0	0	4	0	0	0	0	0	8
Principals	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Assistant Principals, Non-teaching	0	0	4	0	0	0	0	0	1	0	0	0	0	0	5
Elementary Classroom Teachers	0	0	8	0	0	0	0	0	76	0	0	0	0	0	84
Secondary Classroom Teachers	0	0	29	0	0	0	0	1	59	0	1	0	0	0	90
Other Classroom Staff	0	0	1	0	0	0	0	0	2	0	0	0	0	0	3
Guidance	0	0	0	0	0	0	0	0	8	0	0	0	0	0	8
Other Professional Staff	0	0	0	0	0	0	0	0	4	0	0	0	0	0	4
Teachers Aids	1	2	1	0	0	0	0	0	64	0	1	0	0	0	69



Technicians	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
Clerical/ Secretarial Staff	0	0	0	0	0	0	0	0	15	0	0	0	0	0	15
Service Workers	0	1	17	0	0	0	0	0	22	1	0	0	1	0	42
Laborers, Unskilled	0	0	3	0	0	0	0	0	1	1	0	0	0	0	5
Professional Instructional (Part Time Only)	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2
TOTAL	1	3	74	0	0	0	0	1	25 7	2	2	0	1	0	341



Under-Representation

Areas of underrepresentation were determined by the percentage of men, women and minorities in the Bondurant-Farrar Community School District compared to percentage of men, women and minority staff members.

Bondurant-Farrar Community School District

Staff		FEMALES				MINORITIES			
		Representation		Goal	Yes/No	Representation		Goal	Yes/No
Job Group	Total	Number	%	%	Under Representation	Number	%	%	Under Representation
Officials, Administrators, Managers	8	4	50.0 %	50.0 %	NO	0	0.0 %	5.0 %	YES
Principals	4	0	0.0%	50.0 %	YES	0	0.0 %	5.0 %	YES
Assistant Principals, Non-teaching	5	1	20.0 %	50.0 %	YES	0	0.0 %	5.0 %	YES
Elementary Teachers	84	76	90.5 %	50.0 %	NO	0	0.0 %	5.0 %	YES
Secondary Teachers	90	60	66.7 %	50.0 %	NO	2	2.2 %	5.0 %	YES
Other Classroom Teachers	3	2	66.7 %	50.0 %	NO	0	0.0 %	5.0 %	YES
Guidance	8	8	100.0 %	50.0 %	NO	0	0.0 %	5.0 %	YES
Other Professional Staff	4	4	100.0 %	50.0 %	NO	0	0.0 %	5.0 %	YES
Teachers Aids	69	65	94.2 %	50.0 %	NO	1	1.4 %	5.0 %	YES
Technicians	2	0	0.0%	50.0 %	YES	0	0.0 %	5.0 %	YES
Clerical/Secretarial Staff	15	15	100.0 %	50.0 %	NO	0	0.0 %	5.0 %	YES
Service Workers	42	24	57.1%	50.0 %	NO	2	4.8 %	5.0 %	YES
Laborers, Unskilled	5	2	40.0 %	50.0 %	YES	1	20.0 %	5.0 %	NO
Professional Instructional (Part Time Only)	2	1	50.0 %	50.0 %	NO	0	0.0 %	5.0 %	YES
TOTALS	341	262	76.8 %	50.0 %	NO	6	1.8 %	5.0 %	YES



Numeric Goals

Bondurant-Farrar Community School District

Job Group	Total	Females	Males	Minority
Officials, Administrators, Managers	8	0	0	1
Principals	4	2	0	1
Assistant Principals, Non-Teaching	5	2	0	1
Elementary Classroom Teachers	84	0	5	4
Secondary Classroom Teachers	90	0	2	4
Other Classroom Teachers	3	0	0	1
Guidance	8	0	1	1
Other Professional Staff	4	0	1	1
Teachers Aids	69	0	8	3
Technicians	2	1	0	1
Clerical/Secretarial Staff	15	0	1	1
Service Workers	42	0	0	3
Laborers, Unskilled	5	1	0	1
Professional Instructional	2	0	0	0
TOTALS	341	6	18	23



Qualitative Strategies

	<u>Responsibility</u>	<u>Target Date</u>
Review all hiring materials, applications and other personnel documentation	Director of Administrative Services	On-going Annually – each July
Review evaluation process, job descriptions and evaluation instruments	Board of Education Administrative Team Director of Administrative Services	On-going Annually – each July
Recruit minority employees in all employment areas	Board of Education All Hiring Managers Director of Administrative Services/AA Coordinator	On-going
Advertise for all positions utilizing a variety of resources	Director of Administrative Services/AA Coordinator	On-going
Conduct cautious exit interviews	Director of Administrative Services/AA Coordinator	Implementing Spring 2022

Monitoring

Continue to maintain a record of staff enrollment and employee mobility of staff.

Analyze past applicant pools if necessary.

Continue to maintain a record of exits. Develop trends in resignations and provide projections yearly.

Maintain an accumulative list of referral sources.

Analyze data to determine what sources are beneficial to the district in regards to recruitment efforts.

Analyze data to assist in recruitment efforts for a continuous growing district.

Progress

Due to demographics in and around the area, with regards to recruitment of minorities, the district may struggle; however, every opportunity will be conducted to continue our efforts to diversify.



Grievance Procedure

Students, parents/guardians of students, employees and applicants for employment in the Bondurant-Farrar Community School District shall have the right to file a formal complaint alleging discrimination on programs and employment.

- A. **Level One - Principal or Immediate Supervisor (this person shall notify the Director of Administrative Services)** Employees with a complaint of discrimination based upon their age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability are encouraged to first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student, a parent/guardian of a student or an applicant for employment with a complaint of discrimination based upon their age, race, color, creed, religion, gender, gender identity, sexual orientation, marital status, national/ethnic origin, socio economic status, genetic information or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.
- B. **Level Two - Equity Coordinator** If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal/written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the complaint.
- C. **Level Three - The Grievance Committee** If the grievance is not resolved at level two, the grievants may appeal it at level three by presenting a written appeal to the Grievance Committee within ten (10) working days after the grievants receive the report from the Equity Coordinator. The Grievance Committee shall include five persons, including one administrator, one instruction/teacher/consultant, one classified/non-certified employee, one student, and one parent/guardian/community representative. At least two members of the grievance committee shall be selected from the current Multi-cultural, Gender Fair Education Grievance Committee. It shall include both men and women and reflect racial/ethnic diversity and persons with disabilities when possible.
- D. **Level Four - Superintendent/Administrator** If the complaint is not resolved at level three, the grievants may appeal it to level four by presenting a written appeal to the Superintendent/Administrator within ten (10) working days after the grievant receives the report from the Grievance committee. The grievants may request a meeting with the Superintendent/Administrator or his/her designee. The Superintendent/Administrator may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent/Administrator or his/her designee within ten (10) working days after the receipt of the written appeal.



This procedure in no way denies the right of the grievants to file formal complaints with the Iowa Civil Rights Commission, or the Iowa Department of Education for mediation or rectification of civil right grievances, or to seek private counsel for complaints alleging discrimination.

If in cases of a disability grievance, the issue is not resolved through the grievance process, students/ parents/guardians have a right to a hearing with a third party outside of the school district to resolve the issue.

Educational Equity Coordinator

Name: Mr. Chad Carlson
Director of Administrative Services

Office Address: 300 Garfield Street SW, Bondurant, IA 50035-9203

Phone Number: (515) 967-7819

Email Address: carlsonc@bfschools.org

Office Hours: 8:00 a.m. - 4:00 p.m.



Designation of Affirmative Action Coordinator

The Bondurant-Farrar Community School District has identified Chad Carlson as Affirmative Action Coordinator. Chad Carlson is currently Director of Administrative Services for the Bondurant-Farrar School District and will coordinate the following responsibilities:

- Oversee development, adoption and implementation of EEO/AA
- Monitor implementation of plans
- Maintain communication with administrative staff, recruitment agencies, students and clients
- Obtain full knowledge of grievance procedure and employment policies

Recruitment Information

Teach Iowa

www.Teachiowa.gov

Iowa State University (ISU)

<http://www.career.iastate.edu/>

Central College

<http://www.central.edu/>

Simpson College

<http://simpson.edu/>

Des Moines Area Community College

<https://go.dmacc.edu/hr/pages/welcome.aspx>

University of Northern Iowa

<http://www.uni.edu/>

Grand View University

<http://www.grandview.edu/>

Drake University

www.drake.edu/career/

Iowa Department of Education

<http://educateiowa.gov/>

University of Iowa

www.uiowa.edu/

Indeed Recruitment

indeed.com

Iowa Living Magazines

<https://www.iowalivingmagazines.com/>

The above websites are used in recruiting certified and classified staff. Teach Iowa website will be used according to the legislative requirements. All open positions are also advertised on the district's website at <http://www.bfschools.org/>

The Altoona Herald-Mitchellville Index and the Ankeny Press Citizen are used to advertise for non-certified staff. The Des Moines Register is used to advertise for some certified staff positions. Iowa Living Magazines will be used to advertise, primarily for non-certified positions. This will target the Eastern Polk County communities of Bondurant, Altoona, and Ankeny. Indeed.com is also used to advertise for both certified and non-certified staff.

Job descriptions are revised and updated on a continual basis to accurately reflect the qualification and needs of the position. All advertisements and application forms reflect that Bondurant-Farrar Community School District is an EEO/AA employer.

