

Freedom High School

Student/Parent Handbook

2024-2025



Freedom High School
N4021 County Road E
Freedom, WI 54130-7593
Principal: Kurt Erickson

School Website: <https://www.freedomschools.k12.wi.us/schools/fhs/>

FREEDOM HIGH SCHOOL

2024-2025



Welcome to Freedom High School – Freedom Area School District

Our school takes great pride in our students, community, in our commitment to excellence, and we value having you as one of our partners. In order to maintain a successful high school environment, it is essential for students, educators, parents, and community members to work collaboratively to create an atmosphere where young men and women can grow academically and socially in a safe and healthy learning environment. Education is a community endeavor and we encourage you to become involved in our school and help us in providing a world class education to the students of Freedom High School.

We are committed to providing a progressive curriculum designed to meet the challenges of the twenty-first century. Our emphasis on rigor and relevance in every course helps us as we support students in pursuing their academic and vocational interest to the fullest. We are also committed to making the education of Freedom High School students as individualized as possible. Students at Freedom High School have the ability to get college credits, receive credit in the youth apprenticeship program, gain experience in a comprehensive industrial arts program, participate in fine arts, receive college recognized credit in medical terminology and certified nursing assistance as well as courses in business education.

Freedom also offers an abundance of extra-curricular and co-curricular activities. Research supports that students who are involved in activities beyond the school day perform better academically, behaviorally, and socially. We strongly encourage every student to participate in their school environment and make the most of their high school experience.

Please familiarize yourself with this student handbook. This handbook should help you with many questions and concerns with the procedures and policies governing Freedom High School. If you have any questions or concerns, don't hesitate to contact me.

Sincerely,
Kurt Erickson
Freedom High School Principal
920 788-7940 ext. 1301
kerickson@freedomschools.k12.wi.us

FREEDOM AREA SCHOOL DISTRICT

District Office Telephone Number 920-788-7944

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2024-2025 SCHOOL CALENDAR

Date	Event	Date	Event
Aug 13	Student Registration/Picture Day 7am-7pm	Jan 17	End of Term 2
Sept 2	No School/Labor Day	Jan 20	No School/Records Day
Sept 3	First Day of School	Feb 15	Crystal Ball Dance 8-11pm
Sept 20	Picture day, absentee 7:30am- 9:30am	Feb 13	Early Release/PM Staff Inservice
Sept 27	Early Release/PM Staff Inservice	Feb 14	No School/Conference Break
Sept 27	Homecoming Football Game 7pm	Feb 17	No School/Staff Inservice
Sept 28	Homecoming Dance 8-11pm	Feb 26	HS Parent Teacher Conferences 4pm- 6:30pm
Oct 2	HS Parent Teacher Conferences 4pm-6:30pm	Mar 7	Early release/PM Staff Inservice
Oct 17	Early release/PM Staff Inservice	Mar 21	End of Term 3
Oct 18	No School/Conference Break	Mar 24- 28	No School/Spring Break
Nov 1	Early release/PM Staff Inservice	Apr 5	Prom 8-11pm, Post Prom 11pm
Nov 4	End of Term 1	Apr 10- 13	HS Play Lecture Hall
Nov 28- 29	No School - Thanksgiving Break	Apr 17	Early release/PM Staff Inservice
Dec 2	MS/HS Choir Concert 7pm Fieldhouse	Apr 18	No School/Break
Dec 9	No School/Staff Inservice	Apr 30	HS Parent Teacher Conferences 4pm- 6pm
Dec 11	HS Parent Teacher Conferences 4pm-6:30pm	May 12	Spring Band Concert Weidner Center
Dec 13- 15	HS Musical Lecture Hall	May 26	No School/Memorial Day
Dec 16	MS/HS Band Concert 7pm Fieldhouse	May 28	Graduation TBD pm Fieldhouse
Dec 23- Jan 1	No School/Winter Break	June 5	Last Student Day/Early Release/ PM Staff Work Day
Jan 2	Classes Resume	June 6	AM Staff Work Day

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mr. Kurt Erickson, FHS Principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISSION OF THE SCHOOL

The major purpose of our school is to provide the experience that will enable individuals to take their places as useful and productive citizens in our democratic society. The educational program should fit the abilities, needs, and the interests of each individual. The educational process should be a cooperative venture of the students, parents, teachers, administrators, and the Board of Education. The educational experience should provide opportunities to develop the whole person including mental, physical, and moral characteristics. To these ends, we at Freedom High School dedicate ourselves.

VISION & MISSION OF THE FREEDOM AREA SCHOOL DISTRICT

“Excellence is not only our goal, it is our tradition.”

The mission of the Freedom Area School District is to develop in our youth a continuing desire to learn. To this end, educational programs which fit the appropriate developmental abilities, needs, and interests of our students will be provided on an equal basis. With this goal in mind, appropriate academic, cognitive, emotional, physical, social and vocational skills will be developed in our students.

SECTION I - RIGHTS/EXPECTATIONS/POLICIES

STUDENT RIGHTS AND EXPECTATIONS

The rules and procedures of Freedom High School (FHS) are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect rights to freedom of expression, association and fair treatment as long as they respect those rights for their fellow students and staff. All members of the Freedom High School (FHS) community are expected to be responsible, respectful, and safe. For students, this means that you:

- Do the best job you are capable of doing whether it is in the classroom or at extra-curricular events
- Make wise use of the facilities and equipment available to you
- Conduct yourselves in a mature fashion
- Respect the property and rights of others
- Cooperate and work with fellow classmates, teachers, and other school personnel

Freedom Area Schools believe that all students are entitled to:

- A quality education by teachers with an interest in individual students
- Be treated with dignity and respect
- Consistent and fair treatment with regard to school policies and expectations
- Attend a school that has a safe and healthy environment
- Due process when school policies are enforced

PARENT RIGHTS AND EXPECTATIONS

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. Parent/Guardian support is a critical part of student success and parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals. The following are some of the ways in which students can be supported outside of the classroom:

- Actively participate in their child's education
- Communicate regularly with school staff regarding the child's academic and behavioral progress
- Ensure that the child attends school promptly and report reasons for absences
- Report to school personnel any problems or conditions that may affect their child's daily performance at school
- Provide their child with the materials necessary to complete school work
- Provide positive role models in the community for students as well as at extra-curricular events associated with the school

SCHOOL BOARD POLICY

In addition to the information in this handbook, the Board of Education of Freedom Area Schools has developed district policies for the efficient operation of the district. Copies of the Board of Education policies can be found online and in the District Office.

SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a teacher or an administrator. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Individuals who are not satisfied with a decision or discussion regarding school

procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent according to Board policy (Board Policy 5710-Student Complaints). The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the District Administrator at 920-788-7945.

It is also the policy (Board Policy 5517 – Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity in which the Board has substantial control over.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the Freedom High School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Mrs. Dana Osowski
Elementary Associate Principal
(920) 788-7950
N4021 County Road E Freedom, WI 54130
dosowski@freedomschools.k12.wi.us

Dr. Gereon Methner
Middle School Principal
(920) 788-7944
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

The complaint procedure is described in Board Policies 2260 - Nondiscrimination and Access to Equal Educational Opportunity and 5517 – Student Anti-Harassment. The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517 – Student Anti-Harassment, because the conduct at issue is not based on a student’s Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Freedom Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinators are:

Dr. Gereon Methner
Middle School Principal
(920) 788-7944
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

Mrs. Sara Hechel
Director of Special Education/
District Assessment Coordinator
(920) 788-7948
N4021 County Road E Freedom, WI 54130
shechel@freedomschools.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or intentionally submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the District’s commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 – Student Anti-Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or participate in an education program or activity; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;

- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the school that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Dr. Gereon Methner
Middle School Principal
(920) 788-7944
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

Mrs. Sara Hechel
Director of Special Education/Assessment Coordinator
(920) 788-7948
N4021 County Road E Freedom, WI 54130
shechel@freedomschools.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non-business hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. **See Appendices for **Incident Report**. (Board Policy 5517.01 - Bullying)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or

physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516 – Student Hazing]

SECTION 504/ADA COMPLAINT

Any person who believes that the Freedom High School or any staff person has discriminated against them in violation of the Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Mrs. Dana Osowski
Elementary Associate Principal
(920) 788-7950
N4021 County Road E Freedom, WI 54130
dosowski@freedomschools.k12.wi.us

Dr. Gereon Methner
Middle School Principal
(920) 788-7944
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the District’s website.

SECTION II - SCHOOL OPERATION

SCHOOL DAY

Freedom High School runs a block schedule with the duration of the blocks being 90 minutes. Within individual blocks of time, students may have two “skinny” courses that run for only 44 minutes. The time between blocks is four minutes. There are two lunch periods (a student will have one of the allotted times)

High School Regular Bell Schedule		2 Hour Delay Bell Schedule	
Block 1A	8:00-8:44am	Block 1A	10:00-10:29 am
Block 1B	8:47-9:31am	Block 2B	10:32-11:01 am
Block 2A	9:35-10:19am	Block 2	11:04-12:05 am
Block 2B	10:21-11:05 am	1st Lunch (A)	12:05-12:35 pm
1st Lunch (A)	11:05-11:35 am	Block 3C/D	12:38-1:39 pm
Block 3C/D	11:38-1:09 pm	Block 3A/B	12:08-1:09 pm
Block 3A/B	11:09-12:39 pm	2nd Lunch (B)	1:09-1:39 pm
2nd Lunch	12:39-1:09 pm	Block 4	1:43-2:45 pm
Block 4A	1:13-1:57 pm	Irish Hour	2:49-3:21 pm
Block 4B	1:59-2:44 pm		
Irish Hour	2:48-3:21pm		
Early Release Bell Schedule			
Block 1A	8:00-8:26 am	Block 3	10:00-10:56 am
Block 1B	8:29-8:56 am	Block 4	11:00-11:56 am
Block 2	9:00-9:56 am	Lunch	12:00-12:30 (optional)

LUNCH/CAFETERIA

The Freedom School District provides students with the opportunity to participate in a school lunch program designed to provide a balanced and nutritious noon meal. The entire meal is to be eaten in the cafeteria. Each student is responsible for leaving their tables clean, returning trays to the disposal area, and recycling items as required. Students bringing their own lunches must also eat lunch in the cafeteria and dispose of and recycle all garbage in the proper containers. Monthly menus are published on the district website. One half pint of milk is supplied with each meal. Students bringing their own lunches may purchase half pints of milk and other ala carte items. Students who participate in the school lunch program are responsible for ensuring their family account does not fall behind in payments. Lunch account deposits may be brought to school in a sealed envelope with the child, grade, and family’s name on the outside of the envelope. Students are to bring their sealed and labeled envelope to the high school office. Students of junior or senior status are eligible for **open campus lunch**. See **Citizenship/Responsibility Pass Program** next.

FREEDOM HIGH SCHOOL CITIZENSHIP/RESPONSIBILITY PASS PROGRAM

Freedom High School, as identified in our mission statement, not only desires to provide an atmosphere conducive to high academic learning, we also desire our graduates to develop skills to collaborate and contribute to the local and global community. The latter is directly related to developing good citizens. Citizenship is described as those traits that demonstrate a readiness to learn, responsibility, respect, and the ability to form positive interpersonal relationships. **See Appendices for **Responsibility Pass Program** **Responsibility Pass Application**.

Citizenship Grade

Citizenship grades will be based on the following criteria:

- The student is on time, in class, and ready to learn when not home due to an excused absence. (ready to learn)
- The student follows school and class rules and takes responsibility for their actions. (responsibility)
- The student shows respect for the ideas, opinions, property and diversity of others and contributes to a positive school culture. (respect)

Explanation of Citizenship Grading

Each instructor will use the following guidelines to develop class citizenship grading guidelines.

- 4 – Students engage in class discussion/activities and add to the overall learning process.
- 3 – Students sometimes engage in class discussion/activities and add to the overall learning process.
- 2 – Students sometimes disrupt the learning process by his/her actions or words.
- 1 – Student regularly disrupts the learning process by his/her actions or words.

Significance

While citizenship grades do not appear on transcripts, they will be included on the term (quarter) report cards. **If a student has a 3.0 average, or higher, for his/her citizenship they would be eligible for open campus privileges (responsibility pass) as an upperclassman (Junior or Senior).** Your cumulative citizenship grade for all 4 terms from your freshmen and sophomore years will be used to determine eligibility for your first term of your junior year. Juniors and seniors will be calculated each term and therefore, not cumulative (always a fresh start each term). If a student were to get a 1 from any of their classes, they would be ineligible for the responsibility pass, regardless of overall GPA. Certain behaviors can lead to an automatic loss of the responsibility pass. Examples would be academic integrity violations, or level 3 or 4 discipline violations. *

The main privilege for upperclassmen is open campus lunch. **If the weather is not conducive for driving, the administration can restrict open campus to walking.**

Responsibility Pass Program

The Responsibility pass program is intended to reward those students whose citizenship grade reflects a tolerant, respectful and mature attitude by affording them:

1. An increased level of responsibility for the juniors and seniors in their use of free time. It is intended, through this program, to help students develop a higher level of self-discipline through an extension of freedom and responsibility for the decisions regarding unscheduled time.
2. An opportunity to find positive avenues for career exploration during periods of unscheduled time which will afford individual student benefits.
3. A program offered as a privilege, not a right.

Participating students are expected to show corresponding responsibility by:

1. Setting an example for other students, particularly with regard to behavior patterns in a school and community atmosphere.

2. Following all general school regulations as specified in the student handbook.
3. Using good judgment when conducting themselves in the community and following all ordinances and regulations.

The operational Guidelines of the Responsibility Pass program are as followed:

1. This pass is valid only if the student maintains at least a 3.0 or above Citizenship Grade average. Students need to leave for their destination promptly, not to be wandering the halls.
2. Student's Responsibility Pass will be revoked for:
 1. Unexcused absences
 2. Tardies that result in a detention (3 or more in a term)
 3. Academic integrity violations.
 4. Parental request
 5. A student is not eligible for a Responsibility Pass if they receive a citizenship grade of a 1 the previous term.
 6. Serious violations of school or community regulations.

IRISH HOUR

Irish Hour is an extension of the regular, core classroom. It is a time where teachers can use classroom formative and summative data to select students in need of additional instruction for Tier 2 academic intervention and enrichment. On the first day of each week, students will report to their Homeroom teachers for Irish Hour. Academic and Career Planning (ACP) activities will occur on this day. Each day following, students can use the **Securly Flex** platform to schedule to teacher's rooms. Teachers will also use this platform to request students in need of interventions. Advisors for clubs can schedule meetings during this time and students can perform music lessons during this time.

LIBRARY/RESOURCE CENTER

The library/resource center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian/media center staff. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian/media center staff. Requests for reconsideration of the school library and media center materials shall be processed in accordance with Policy 2522.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. Any changes in a student's schedule should be handled through the high school counseling center and only with a counselor's approval. Drop/Add/Change of schedule time frame is one (1) week. Permissions and signatures will be required from teachers and parents for students to drop after the week time frame. ****See Appendices for Course Change Request Form.** Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written or oral request by the parent or the parent comes to the school office to request the release. The person requesting must have a signature on file in the school office. No student shall be released to anyone who is not authorized by a parent with authority to do so. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the district office for specific details.

OPEN ENROLLMENT

The Freedom Area School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 – Open Enrollment and 5113.01 – Part-Time Open Enrollment) Please note that good attendance is required to prevent student open enrollment from being revoked.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 – Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of student records - 1) directory data and 2) confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Policy 8330 – Student Records and includes **(a)** a student's name, **(b)** photograph, **(c)** major field of study, **(d)** participation in officially recognized activities and sports, **(e)** height and/or weight, if a member of an athletic team, **(f)** dates of attendance, **(g)** date of graduation, **(h)** degrees and awards received, **(i)** name of school most recently previously attended. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the district administrator or consult the Board Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an

emancipated minor) or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the district administrator to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

STUDENT FEES, FINES, AND CHARGES

A student fee is charged to help pay for the consumable items provided for students. The fee is payable at the beginning of each school year during registration or when a student is enrolled and is **non-refundable**.

Fees will be charged for the following non-curricular activities and programs:

Student Material Fee	\$50.00	
FASD Athletic Activity Pass	Student \$25	Family \$100
Sports Fee	\$40.00/per sport	
Parking Fee	\$30.00/year (or after January 1st \$15)	
School Owned Band Instrument	Percussion \$35.00/yr	Rentals \$70.00/yr
Student ID Card Replacement	\$5.00	
Yearbook	Rate changes yearly	
Technology Fee	\$25.00	

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (Board Policy 6152 – Student Fees, Fines, and Charges). The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship. (Board Policy 6152.01 – Waiver of School Fees or Fines) Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (Board Policy 5460 – Graduation Requirements)

LOCKERS

A student locker is provided by the school for the convenience of the student solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his or her exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker will be held by the school for return to the parents or guardian of the student (without liability to the school for safe keeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker may be turned over to law enforcement officials. *All lockers are cleaned each summer. ALL materials must be removed and discarded at the end of the school year. Students must remove all personal items and return all school-owned materials when vacating their school locker.* **FREEDOM HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Students enrolled in physical education courses will be issued physical education lockers in the locker room areas. Students are encouraged to lock any personal property in their assigned locker during physical education courses.

LOST AND FOUND

The lost and found area is located outside the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

ANNOUNCEMENTS & ADVERTISING OUTSIDE ACTIVITIES

Student organizations, teachers, the building secretary, and staff may request information to be shared on the morning announcements that are subject to administrative approval. No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting. (Board Policy 9700 – Relations with Non-School Affiliated Groups) The school has a bulletin board located outside of the counseling center, and/or hallway walls, which may be used for posting notices after receiving permission from the Principal.

STUDENTS WITH DISABILITIES

The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Director of Special Education, Sarah Hechel, at 920-788-7944 ext. 4302. (Board Policy 2460 – Programs for Students with Disabilities) The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the District's required curriculum. (Board Policy 2260.02 – Services for Bilingual Students/English Learners) To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Dana Osowski at 920-788-7950 ext. 3101.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 – Animals on District Property. Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the Principal. An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. Therapy dogs which meet the certification and documentation requirements in Policy 8390 – Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. **See Care of Property in Student Conduct.

USE OF CELL PHONES OR PERSONAL COMMUNICATION DEVICES

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100. Students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, and on school buses or other Board-provided vehicles as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during school-related functions. Use of PCDs throughout the school district is at the discretion of the building principal.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

During after school activities, PCDs shall be stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific

locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting**" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (Board Policy 5136 – Personal Communication Devices)

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use **school phones** to contact parents during the school day.

**"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Cell Phone Usage in the Classroom

There is irrefutable data from several studies showing that cell phone use in the classroom has a negative impact on learning. Our goal, therefore, is to design a cell phone policy that encourages the student to learn to use the phone when appropriate, when it is not interfering with their education. Eventually, each student will be in the workforce, needing to possess the skill of using their phone appropriately or risk termination of employment. Therefore, it is the goal of the policy to teach proper use. Simply said, the student cannot be on their phone in the classroom unless the teacher gives permission to do so.

Misuse of Cell Phone

1st incident: Teacher will tell the student to take their phone to the high school office where they can pick it up at the end of the school day.

2nd and Subsequent Incidents: Teacher will tell the student to take their phone to the office where they can pick it up at the end of the school day. The student will then turn in their phone to the office before 1st period for five (5) consecutive school days, picking it back up at the end of the day.

STUDENT FUND-RAISING

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this rule may lead to disciplinary action. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830 – Student Fund-Raising). The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. For fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.
3. If the fund-raising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen years of age.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Principal.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory data as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, District assigned email address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding the right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330 – Student Records)

If parents and eligible students do not submit such written notification to the District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory data used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

HIGH SCHOOL DANCES

Freedom High School holds multiple dances throughout the school year including homecoming, crystal ball, and prom. Students are encouraged to attend and a nominal fee is charged to cover the cost of the events.

****Visitors are permitted to attend school dances.** Students should pick up a **Visitor Request Form** from the high school office. Students need to have it filled in and turned into the office prior to visitor attendance. No visitors will be permitted to attend a school dance without a Request Form on file with dance advisors. Graduated students may attend pending administrative approval. Guests must be at least a 9th grader and no older than 20 years old. After students arrive at the dance, they are not allowed to leave and come back again. No in/out privileges. Student code of conduct will be enforced and violators will be subject to disciplinary action.

SECTION III - SCHOOL HEALTH AND SAFETY

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately. All students must have an emergency medical information form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness/ Concussion & Sudden Cardiac Arrest)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION AND SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The Automatic External Defibrillator (AED) shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. Students (*unless they have completed certified AED training) are strictly prohibited from using this device. Students are also prohibited from opening the AED storage cabinet (*an alarm will sound) or in any way affecting the storage or use of this device.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 – Emergency Medical Authorization that requires every student to have an Emergency Medical Authorization Form completed and signed by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, Form 5330 F1a, and Form 5330 F1b must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
- C. All medications to be administered during school hours must be registered with Connie Wheeler in the high school office.
- D. Medication that is brought to the high school office will be properly secured.
- E. Medication may be conveyed to school directly by the parent.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information: student's name; practitioner's name; date; pharmacy name and telephone; name of medication; prescribed dosage and frequency; and special handling and storage directions.
- G. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- H. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 – Administration of Medication/Emergency Care) Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal. Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the District and updated annually, as necessary.

USE OF NONPRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 – Administration of Medication/Emergency Care. Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent. The Nonprescription Drug Product Request and Authorization Form 5330 Fla must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose. The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name;
2. date;
3. name of medication;
4. dosage and frequency;
5. special handling and storage directions;
6. authorization for trained and authorized school staff to administer the medication; and
7. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent.

Nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. If a student is found using or possessing a non-prescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. In accordance with Board Policy 8450 – Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parents. Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services. Any student's removal from school will be until the student meets the "return to school" criteria specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 – Direct Contact Communicable Diseases) Non-Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services. As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 – Facility Security and the School Safety Plan:

All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.

- A. All visitors are given and required to wear a visitor pass while they are in the building.
- B. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- C. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- D. All outside doors, except the main entrance, are locked during the School day.
- E. Portions of the building that will not be needed after the regular school days are closed off.
- F. Students are encouraged to carry identification cards with them at all times in school or on school property.
- G. All District employees are to wear photo-identification badges while on District property.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

****Visitors are permitted to attend school dances.** Students should pick up a Visitor Request Form from the high school office. Students need to have it filled in and turned into the office prior to visitor attendance. No visitors will be permitted to attend a school dance without a Request Form on file with dance advisors.

THE SCHOOLS AND GOVERNMENTAL AGENCIES

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances. The District contracts with one (1) or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO. When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises. If law enforcement is contacted by the administration for assistance, the administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable. When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the District Administrator. Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds. See Board (Policy 5540 - The Schools and Governmental Agencies) for the different procedures to be followed for each category above.

SCHOOL RESOURCE OFFICER (SRO)

Freedom Area Schools have contracted with the Outagamie County Sheriff's Department to provide a School Resource Officer (SRO). The SRO's presence is intended to provide additional security for our campus, staff, and students. The SRO will also provide proactive instruction on student health and safety topics in grades K-12. The SRO officer may engage with the administration in critical events as appropriate.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills. The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. The drill will be initiated and terminated by an all school announcement over the PA system. Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The drill will be initiated and terminated by an all school announcement over the PA system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents via phone and email, social media, and the following radio and television stations: WFRV TV5, WBAY TV2, WGBA TV26/32, WLUK FOX TV11, WIXX, Y100, The Drive, Duke FM, WTAG, and WNFL. Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. (Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives. The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy. The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal and/or the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);

- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

VIDEO AND AUDIO SURVEILLANCE

The Board of Education has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

SECTION IV - ACADEMICS

COURSE OFFERINGS

The Freedom High School **Career Planning and Course Guide** is attached to this handbook in the Appendices. A paper copy of this guide is also available in the high school office and counseling center.

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 – School Counseling and Academic and Career Planning)

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. (Board Policy 2340 – District-Sponsored Trips) Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

PHYSICAL EDUCATION

Over the course of a student's high school career, they will participate in Physical Education courses. Students will have access to locker rooms to be used for changing into athletic attire. Students should wear appropriate clothing for physical activity (including athletic shoes) on days when they have PE. A medical excuse from a doctor is needed if a student is unable to participate in physical education. Students are required to bring a medical excuse from their doctor to the office. A copy will be kept on file in the office as well as forwarded to the PE teacher. Students enrolled in physical education courses will be issued physical education lockers in the locker room areas. Students are encouraged to lock any personal property in their assigned locker during physical education courses.

GRADES, GPA, AND GRADING PERIODS

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will inform the students at the beginning of the course work. If a student is not sure how their course grade will be determined, the student should ask the teacher. The school uses the following grading system:

Grading Scale at FHS		Grade Point Equivalency (Full Credit)	
93-100	A	A	= 4.00
90-92	A-	A-	= 3.67
87-89	B+	B+	= 3.33
83-86	B	B	= 3.00
80-82	B-	B-	= 2.67
77-79	C+	C+	= 2.33
73-76	C	C	= 2.00
70-72	C-	C-	= 1.67
67-69	D+	D+	= 1.33
63-66	D	D	= 1.00
60-62	D-	D-	= 0.67
59	F	F	= 0.0

Note: All Advanced Placement Courses and college **CORE** (Math, Social Studies, English, and Science) courses are weighted. This means students can get above a 4.0 GPA.

Note: Freedom High School is diligent about students learning the required information from each course they take. Classroom teachers will supply learning targets. The student should write down the learning target and all subsequent notes and work they do in order to learn the target. Since the work leading up to mastery of the learning target is practice, it will not be given as much point value as an exam. In other words, the practice portion of a student’s learning should be assessed, but not for points toward their grade. The assessment of practice (homework, etc.) is for the teacher to discover how far along the student is in the learning process. Higher point values (percentages) will be given for the summative assessments (tests, essays) than for practice. If a student has not performed well on a summative assessment, each department has a means to take a retest. Please ask your teacher the route to take for gaining access to a retest.

Grade Point Average:

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods:

Students shall receive a report card at the end of each term indicating their grades for each course of study for that portion of the academic school year. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student’s performance.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the District’s requirements for basic course work and earn the total number of required credits.

Subject Area	Credits
<i>ENGLISH</i>	
1 credit of English 9	
1 credit of English 10	
1 credit of English 11 or CAPP English 101	
1 credit of English 12 or CAPP English 101 or CAPP English 214	4
<i>MATHEMATICS</i>	
1 credit of Algebra	
1 credit of Geometry	
1 credit of Advanced Algebra or Algebra 2	3
<i>SCIENCE</i>	
1 credit of Physical Science	
1 credit of Biology	
1 credit of elective science	3
<i>SOCIAL STUDIES</i>	
.5 credit of World Geography	

.5 credit of Civics	
1 credit of US History or 1.5 credits AP US History	
.5 credit of 20 th Century America (unless AP US History is completed)	
.5 credit of elective Social Studies	3
PHYSICAL EDUCATION/HEALTH	
.5 credit of Physical Education 9	
1 credit of elective Physical Education	1.5 PE
.5 credit of Health	0.5 Health
OTHER REQUIRED COURSES	
.5 credit of Financial Planning or Agribusiness & Personal Finance	0.5
12.5 credits of electives	12.5
<hr/>	
TOTAL CREDITS NEEDED TO GRADUATE	28

SEMESTER LOAD REQUIREMENTS:

All students are advised to be enrolled in a minimum of eight (8) credits per year. Exceptions to these minimum and maximum credit loads must be cleared through the counseling office. Each student must be enrolled in a class or approved activity each period of each class day.

CREDIT ALLOWANCES:

Term course = 0.5 credit / Two-term course = 1.0 credit / Three-term course = 1.5 credits
 Two-term modified block course (45 minutes or “skinny”) = .5 credit

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools. For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Accepted credits from nonpublic schools will be entered on the student’s transcript with a notation of the school at which the credits were earned. The District may grant a high school diploma to a student who has not satisfied the requirements under policy if the student was enrolled in an alternative education program and the District determines that the student has demonstrated a level of proficiency in the subjects required under this policy. Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought. Depending upon the disability profile, students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP Team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities. A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (Board Policy 5460 – Graduation Requirements) A complete explanation of the requirements for graduation are listed in the High School **Career Planning and Course Guide** (See Appendices).

CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board of Education shall establish programs to serve children in the District who are identified as "children at-risk" in compliance with State statutes. The District shall annually identify all children at-risk enrolled in the District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which

satisfactorily meet the District's graduation requirements. Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (Board Policy 5461 – Children At-Risk of Not Graduating from High School)

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. A student or their parent must also complete and submit the Intent To Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact the high school counseling center to obtain the necessary information. (Board Policy 2271 – Early College Credit Program)

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements established by law and by the District and subject to approval of the Board of Education on an annual basis. A student or their parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact the high school counseling center to obtain the necessary information. (Board Policy 2271.01 – Start College Now Program)

PART-TIME OPEN ENROLLMENT

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact the counseling center to obtain the necessary information. (Board Policy 5113.01 – Part-Time Open Enrollment)

YOUTH APPRENTICESHIP

Youth Apprenticeship (YA) provides high school juniors/seniors an opportunity to prepare for a career while still in high school. YA, is a one or two-year educational experience that combines academic and technical skills training. This program helps students develop skills needed for the jobs of tomorrow and helps businesses develop, attract, and retain a highly skilled workforce. Upon high school graduation, you will have your diploma, a certificate of proficiency in your program area from the State of Wisconsin, and possible credits toward post-secondary education, relevant work, and training experience in a specific career field. These achievements will make your resume and job application stand out in your future job-search.

Student Expectations

The YA program is a significant commitment that will be highly beneficial for your future. All program students must be willing to do the following in order to successfully complete the program and earn credit. Your participation makes you accountable to the YA Coordinator, your school and your employer.

- Attendance is paramount to your success. You are expected to attend school and required work hours to remain eligible for the program.
- Maintain employment with your YA employer for the duration of the school year while completing a minimum of 450 hours for each program year.
 - 200 summer hours can be applied to this requirement
 - Quitting or being terminated can result in a failing grade, communicate any concerns or challenges with your YA Coordinator
- Enroll in related coursework and maintain passing grades.

One Year YA Students	Two Year YA Students
1 High school credit required of related instruction or 3 College Credits	2 High school credits required of related instruction or 6 College Credits

**Your YA Coordinator and School Counselor can help support your questions related to which courses are required or appropriate for related instruction.

- Failing grades could result in losing release time from school
- Monitor your email and complete student assignments for course credit
- Meet with your YA Coordinator at school on a regular basis
- Be knowledgeable of the “student learner” laws and other key program components. It is important that everyone involved in the YA Program is aware of the laws, rules, and expectations associated with it. [Wisconsin Employment of Minors Guide](#)

Attendance Policy

Youth Apprentices are students and employees. The learning and training are intensive and concentrated at the high school, related classes, and worksite. We want to encourage students to engage in school activities understanding that work will need to be made up. If students do not attend their high school classes because of illness, injury, etc., the student should not attend any off-site class or work that day. In the case of student being unable to attend school due to illness, injury, etc., the following must occur:

- Parent(s)/Guardian(s) needs to contact their student’s high school
- Student needs to contact their employer prior to their scheduled start time and in accordance with company policy regarding their absence
- If a day off is needed, it is the student’s responsibility to arrange it with their employer well in advance. Advance notice must be given and students must follow the employer's time off request process. Employers/mentors will decide if students can have the time off from work.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the high school office.

Honor Roll

The purpose of the quarterly Honor Roll is to give recognition for quality work and to encourage students to strive for excellence in all subjects. All graded classes are averaged in the grade point calculations. Pass/Fail classes are not included in grade point calculations.

High Honors	3.80-4.00
Honors	3.50-3.79
Honorable Mention	3.00-3.49

Academic Plaque

Seniors who have earned a 3.0 cumulative grade point average after seven semesters, not eight, will be awarded an academic plaque. These students are also given gold cords to wear with their caps and gowns at graduation.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence (AI) platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms. All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students. Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (Board Policy 5505 – Academic Honesty)

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy 5870 – Student Production of Goods and Services)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at school, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year. Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others." Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7540.03 – Student Technology Acceptable Use and Safety)

Students are prohibited from using District technology resources to access and/or use social media unless for educational or instructional purposes directed by a school staff member. **See Appendices for the **Freedom Area School District Device Handbook**.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623 – Student Assessment) Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the School’s Counseling office.

SECTION V - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS, ACTIVITIES, AND ATHLETICS

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are approved by the Administration and Board of Education. Authorized groups include curricular-related activities, extra-curricular activities, and athletics. Additional information can be found in the **Freedom Area School District Grades 9-12 Co-Curricular Code** located attached in the Appendices. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. A variety of WIAA athletic activities are available in which students may participate provided they meet eligibility requirements that may apply. The following is a list of activities currently being offered.

Group 1 Activities: Refers to all WIAA Sports

Baseball	Hockey (co-op boys and girls)
Basketball (boys and girls)	Lacrosse (co-op girls)
Cheer & Stunt	Soccer (boys and girls)
Cross county (boys and girls)	Softball
Dance	Track and Field (boys and girls)
Football	Volleyball
Golf (boys and girls)	Wrestling

Group 2 Activities*: Refers to all Co-Curricular Activities not mentioned in Group 1

Academic Decathlon	Freedom Auto Club
Archery Club	Math League
Art Club	Medical Mentoring
Art NHS	National Honor Society
Bowling Club	Peer Educators
Bio Club	Rainbow Road
Book Club	Robotics
Chess Club	Sources of Strength
Creative Writing Club	Spanish Club
eSports	Student Council
FFA	Student Athletic Advisory Board
Fishing Club	Team Unity
Forensics	Yearbook

*List in non-inclusive and may change based on school year

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430 – District-Sponsored Clubs and Activities) Any person who violates the Co-Curricular Code shall be subject to disciplinary action. For further information, contact Mr. James Finster, the K-12 Athletic/Activities Director, at jfinster@freedomschools.k12.wi.us or (920) 788-7940 ext. 1354.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730 – Equal Access for Non-District-Sponsored Clubs and Activities)

LEAVING A COMPETITION/EVENT WITH PARENTS

Group or team members must use the mode of transportation approved by the school (i.e. bus, van, etc.) Any member who travels with the group or team must return with the group or team with the following exceptions: If a student wishes to go to, or leave an event, via alternative transportation, **the student MUST come to the office PRIOR to the day of competition and obtain a Travel Release Form**. A Parent/guardian must sign the form and then the form must be returned to the coach. Coaches can release an athlete to a parent at the site on a verbal request from the parent with an accompanying signature.

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722 – School-Sponsored Publications and Productions)

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include the distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, t-shirts, and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, weblogs ('Blogs), video or audio clips, (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include the presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, video blogs (vlogs), podcasts, social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology). The Board expressly prohibits the use of social media related to student productions.

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02. For purposes of this policy, the school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members and other individuals who are invited by the District Administrator authorized or otherwise permitted by the District Administrator to view a performance or receive directly from the District a publication and those who have been issued credentials to access the District's secure portal. Freedom High School reserves the right to edit,

alter, or remove any publications which may reasonably be assumed to be the speech of the School or District itself.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e. to the general public): See Board Policy 9160 – Public Attendance at School Events.

All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, profane, or unsuitable for immature audiences.

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.

Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student media. Any advertisements must be consistent with Policy 9700.01.

Advertisements submitted for publication or inclusion in production shall be reviewed by the building principal for a determination that they are appropriate for juveniles, who retains the final authority to determine whether an advertisement is appropriate, and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.

SECTION VI - STUDENT CONDUCT

ATTENDANCE

The Freedom Area School District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the Policy 5200 - Attendance. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Excuse for Absence

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the high school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds ten (10) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by a school administrator. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See Board Policy 5223 – Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- A. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- B. to attend a funeral
- C. legal proceedings that require the student's presence
- D. college visits
- E. job fairs
- F. vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. **See Appendices for **Pre-Arranged Absence Form**.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- A. Quarantine
 - Quarantine of the student's home by a public health officer.
- B. Illness of an Immediate Family Member
 - The illness of an immediate family member.
- C. Emergency
 - An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
- D. Work at Home Due to Absence of Parents

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stat.). When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- D. Conferring with the student's parents;
- E. Suspending the student from school;
- F. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Board Policy 5611 – Due Process Rights, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by a written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer. No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. No student shall be released to anyone without the express authorization from the student's parent or guardian.

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities: It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities: Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Habitually Truant Enforcement

The school administrators shall send parents a certified letter when the student initially becomes a habitual truant, this letter shall place the parents on notice:

- A. of the parent's responsibilities under state law to require the child to attend school regularly.
- B. that the parent or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at-risk;
- C. of the School District's request for the parent to meet with appropriate personnel to discuss the child's truancy.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Make-Up Course Work and Examinations

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Tardiness

Students who are not in their assigned class at the designated start time are considered tardy. Students who attend any part of the class shall be recorded as present. All students who are tardy to school must report to the high school office to sign in. When a teacher detains a student after class, the teacher shall issue a late pass for the student's next class. Teachers are requested to refer cases of chronic tardiness to the Principal.

STUDENT BEHAVIOR

Freedom High School students are expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school showing consideration for fellow students and creating a positive, cooperative school atmosphere. The three core expectations of FHS students are: **be respectful, be responsible, and be safe**. The staff and administration expect that students conduct themselves as good citizens at all times; in classrooms, hallways, commons, on campus, and while at school activities.

CODE OF CONDUCT

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family and in the school.

CULTURAL RESPONSIVENESS

Freedom High School is committed to providing a school environment that is welcoming to all students. Such an environment is free from all derogatory racial or ethnic speech or action. Any high school student in violation of this commitment, whether such action is generalized or directed to an individual, will be subject to our leveled discipline system. This includes but is not limited to in- or out-of-school suspension and/or mandatory training on culturally responsive behavior. Examples include but are not limited to: racial slurs, the viewing or sharing of offensive materials (digital or analogue), and other actions that may be perceived by a reasonable adult to be culturally inappropriate.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Students are encouraged not to bring valuables such as jewelry, expensive clothing, electronic equipment, or irreplaceable items to school. These items are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents. Students must keep all backpacks and school bags in their lockers during the school day. This policy is necessary to help ensure the safety of all students and staff in the building. The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

- B. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) see Board Policy 5330 – Administration of Medications/Emergency Care;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes;"
- G. essential oils and oil like products that may be mistaken for a drug; (Board Policy 5330)
- H. anabolic steroids;
- I. any other illegal substances so designated and prohibited by law.

Students are prohibited from the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than twenty-one (21) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products. It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students) The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers. Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct. It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. Such conduct may subject the student to disciplinary action including but not limited to, suspension and/or expulsion from school. Please refer to Page 58, **Removal From Class**, for continuation of code of conduct and complete list of student behaviors.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct)

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Student cell phones may only be searched if the search is reasonable, meaning: (1) the search is justified at its inception based upon reasonable suspicion of a violation of school policy or law, and (2) the scope of the search is limited to the objective for the initial reason justifying the search.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

STUDENT'S RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;

4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited non-school-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND GROOMING

The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or grooming practices which:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the

clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit. No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other). Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences. If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Grooming)

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting Lamers Bus Service at (920) 687-2671 ext. 2. State law requires that the district transports everyone who lives over two miles from school but within the Freedom boundary lines. All 4Kindergarten through grade 12 students will not be picked up or dropped off at places other than their regular designated stop. This includes early out and emergency dismissal days. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (Board Policy 8600 - Transportation)

School Bus Rules and Regulations:

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver has authority to administer the rules (see Transportation Handbook below) and to assign a student to a particular seat or direct the student in any reasonable manner to maintain safety. Any student who fails to follow bus regulations will be reported to the school administrator by using a bus discipline slip. **See Appendices for **Bus Guidelines** provided by Lamers.

Before Boarding the Bus:

1. Please be at your designated stop 5 minutes prior to the bus's scheduled arrival time to help maintain a consistent schedule and for safety reasons. Students should not have to run to catch the bus or wait inside the house for the bus to arrive. The bus will not wait for any students. It will come to a full stop at the pick- up point, and if the student is not in sight, the bus will immediately proceed. Students must wait at the end of their driveway or at their designated stop. If the student is not at the pick- up point for three consecutive days, the bus will not stop again until Lamers is notified.
2. Students are to conduct themselves in a safe manner while waiting for the bus. Students should not be playing in the road while waiting for the bus.
3. Do not move toward the bus until it comes to a complete stop. Line up in an orderly manner. There should be no pushing, take your time for safety's sake.
4. In boarding, while the bus is on the road, check to be sure no traffic is approaching, wait for a signal from the bus driver, and cross at least ten feet in front of the bus.

While on the Bus:

1. Always follow the directions of the bus driver.
2. Do not manipulate younger children in order to get a seat. If assigned to a seat, go directly there and sit down.
3. While the bus is in motion, no standing or changing of seats.
4. Always be courteous to fellow students, the bus driver, and passersby. Respect others and their property.

5. The use of profane, or immoral language, threatening others, harassment and/or abusive behavior will not be tolerated.
6. Refrain from loud singing, yelling, cheering, etc. that could divert the driver's attention.
7. Keep quiet when approaching railroad crossings.
8. Throwing things (including water) on the bus and out of the windows is strictly prohibited.
9. The bus windows are to remain closed unless the driver gives you permission to open them. While open, always keep your hands or any objects inside the bus at all times.
10. All articles, such as athletic equipment, books, electronic devices, musical instruments, etc. must be kept with the student and out of the aisles. Students are responsible for these items at all times. Do not bring any toys or rain umbrellas on the bus. No articles are to be left alone in a seat. If personal items become a problem, they will be confiscated.
11. Any damage to the bus or bus equipment caused by a student will be paid for by the student and his/her parents.
12. The emergency door is for emergency evacuation only. Remain in your seat in case of road emergency unless directed to do otherwise by the driver.
13. No smoking or alcohol is allowed. No eating, chewing gum or drinking is allowed (water only). All garbage needs to be picked up. Students must always be responsible for a clean bus.
14. Once you have boarded the bus at school, you are not allowed to go back into school for forgotten items. They are also not allowed to get off the bus for any reason unless they have a note.
15. To help substitute drivers on unfamiliar routes, students are asked to come to the front of the bus before their stop.
16. Only radios with headphones will be allowed on the bus, no other loud toys, and no boom boxes, etc.

Leaving the Bus:

1. Remain in your seat until the bus comes to a complete stop. No pushing, shoving, running, or jumping out the door will be allowed. Walk down the bus steps in an orderly manner and use the handrail. Walk across the road, never run. Get off the roadway quickly and safely.
2. Move away from the bus quickly. By staying close to the bus after unloading, you put yourself in potential danger.
3. When crossing the road wait to receive a signal from the bus driver, check for traffic approaching, and cross at least ten feet in front of the bus.
4. Students picking up mail/newspapers should do so after the bus leaves.
5. Once you are across the road, do not come back to the bus.
6. 4kindergarten – kindergarten: a parent/adult must be visible for the bus driver to see you. They will not drop off the student until they see an adult.

Bus Routes:

Bus routes are generally confined to State roads, County roads and Town roads. Buses will not travel on dead end roads or cul de sacs that do not have sufficient area for the bus to safely turn around without performing a backing maneuver. Generally, students residing on State, County and Town through roads will be picked up at the intersection of their driveway and the road. In residential neighborhoods student stops may be consolidated into a centrally located "Cluster Stop", this may be a group stop at a particular student's driveway or at a nearby corner. These "Cluster Stops" will be determined by Lamers with Freedom Area School District approval.

The distance to walk to a pick up point generally shall not exceed 1/8 mile for preschool-kindergarten students, and 1/4 mile for older students. However, safety of operation may dictate pick up points that exceed this guideline. Schedules are made to pick up students and arrive at school before the start of the first class, but no earlier than 25 minutes before the start of classes.

General Guidelines:

1. Notification In Case of Inclement Weather: school officials and Lamers use weather reports from the Highway Dept. and Sheriff's Dept., the National Weather Service and the local road spotters in making a decision to cancel school. Parents are asked to not call Lamers, school, or bus drivers. Please listen to local radio and TV stations. Buses will travel on plowed roads only.
2. If your Elementary student will not be riding home on the bus on a particular day, you must write a note to the school requesting your child to be waiting in the office. If the school does not receive a written request, your child will be placed on the bus.
3. Your child can be picked up at one address and dropped off at another but pick up and drop off sites must be consistent each day.
4. Parents of 4Kindergarten and Kindergarten children must have someone visible at the drop-off site.
5. Any lost items on the bus will be kept for one week in the front of the bus. After this time, the driver will take it into Lamers and put it into their lost and found. After that it will be brought to the school and put into their lost and found.
6. Early Dismissal Due to Weather: If there is a need to send students home early in the school day because of deteriorating road conditions, the school generally releases the students after the lunch hour. Please make sure you have filled out your Early Dismissal Form. The buses will get to the schools as soon as possible.
7. Should the school bus have to turn around in your driveway, please keep it clear of vehicles, snow, and garbage cans.
8. If your child(ren) are going to be gone an extended amount of time, call Lamers and let them know the dates and when they will return.
9. If your child(ren) are no longer going to ride the bus, call Lamers and let them know. This way the driver doesn't have to continue to stop at your house or assigned stop.

Extra-Curricular Trips: All rules and regulations will apply to any trip under school sponsorship.

1. Students shall respect the rules of chaperones appointed by the school, as well as respecting the bus driver's rules.
2. All students participating in extracurricular trips should return on the bus unless other arrangements have been made with the coach or chaperone.
3. Food or drink on the bus will only be allowed at the discretion of the drivers, teachers or chaperones.
4. Buses must return clean and all garbage in the trash can.

Steps in Student Control on the Bus:

Step 1 Verbal Warning – The driver will first attempt to talk with the student individually whenever possible to resolve the problem. Lamers will contact parents with drivers concerns. The next step will lead to a written write up. The school will also be notified.

Step 1 Assigned Seat – If talking with the student proves that the verbal warning is ineffective, the student may be assigned to a specific seat for a period of time or possibly the rest of the year. The school will be notified that the student is in an assigned seat and for how long.

Step 2 Write Up – If step 1 has been tried and are not successful, and the problem continues, the child will be reported to the school administrator with a SCHOOL BUS INCIDENT REPORT TO PARENTS.

- 1st time – Warning box checked
- 2nd time – 1st offense box checked
- 3rd time – 2nd offense box checked
- 4th time – 3rd offense box checked (which could lead to suspension)

The bus report is written by the driver, turned into the school administrator who then disciplines the student and sends a copy of the report to the parents.

***For serious infractions, steps 1 and 2 can be eliminated and the school administrator will decide on suspension.**

THE FOLLOWING BEHAVIORS WILL MERIT A BUS INCIDENT REPORT SLIP AND/OR SUSPENSION FROM RIDING THE SCHOOL BUS:

Such suspensions will be determined by the school administrator.

1. Insubordination: Direct refusal to follow the instructions of the bus driver or others in charge.
2. Smoking, Drugs, and/or Alcohol: Any act leading to or participating in these activities.
3. Fighting: Any act leading to aggression, harm, or physical assault.
4. Profane Language: The use of profane, immoral language, or threatening others and abusive behavior.
5. Destruction of Items on the Bus: Any act related to the marring, cutting, tearing, or general destruction of bus facilities.
6. Repeat Offenders: Students who have been referred for minor infractions of bus safety, not less than one or more than three times inclusively.

CAMERAS ON SCHOOL BUSES

The Board of Education has authorized the installation of cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Only authorized personnel from the bus company and the school district will review the films. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

SELF-TRANSPORTATION TO SCHOOL & PARKING LOT RULES

Driving on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

If a student's parking permit is suspended or revoked, no fees will be refunded. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

The following rules shall apply:

- A. Students under age eighteen (18) must have a note from their parents granting permission to drive to school.
- B. Students shall complete the ****Student Vehicle Form 5515 F1** which is available in the School office and provide:
 - driver's license;
 - insurance certificate;
 - registration.
- C. Students must purchase a parking permit for \$30 from the high school office and display it clearly in the front window of the vehicle prior to parking in the student lot. If the student is purchasing after January 1st, students will only pay a fee of \$15.
 - a. Vehicles in the parking lot without a permit will be fined \$10 per day.
 - b. If students have a permit, but drive a car to school without the permit, they must inform the office of this immediately and supply the license plate number.

- D. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the Principal.
- E. Parking in the staff parking is prohibited. (violators will be asked to move and fined \$10)
- F. Parking lot speed limit is 10 mph.
- G. Parking in the school parking lot after 10:00pm is prohibited.
- H. Students should report any accident or damage to property in the parking lot to the school resource officer.
- I. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- J. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.
- K. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

SECTION VII - STUDENT DISCIPLINE

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

In compliance with the Wisconsin DPI, Freedom High School has incorporated PBIS into its student discipline procedures. PBIS is a student behavior management system that focuses on reinforcing appropriate student conduct. Any students violating school rules that are in place to ensure a safe and productive learning environment are subject to disciplinary actions. Rule violations are classified into two major categories: minor offenses and major offenses. Teachers/administrators will determine whether a rule violation is major or minor based on the severity and frequency of the offense. Staff will complete a **Disciplinary Referral Form** (found in the Appendices) to document infraction.

DISCIPLINE LEVELS

When incidents occur outside of the classroom or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the administration for investigation and action. The severity of the consequences applied by the administrative team depends on two factors:

1. The seriousness of the offense; and
2. The previous disciplinary record of the student

In an effort to take both factors into account, a progression of consequences (Discipline Levels) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequences that correspond to the entry-level consequence for that offense. Student actions may violate several infraction categories, and students may receive a stricter consequence depending on the seriousness of the infraction.

The *potential* consequences for each level are as follows:

Minor Offenses:

Level 0: Student and teacher work out a plan for behavioral improvement. There are no formal administrative consequences if this plan is successful, and teachers issue and record a warning and then restate and reteach expectations and may issue a classroom consequence. Minor offenses become major offenses if the student repeats the behavior.

Major Offenses (Parent/Guardian will be contacted with each occurrence):

Level 1: School official will conference with student and issue a consequence.

Level 2: Administrative conference with parent(s), teachers, and the student. Optional number of detentions including morning, lunch and after school detentions and/or in-school suspension.

Level 3: One to three days of in-school or out-of-school suspension. Administrative conference with parent(s), teachers, and student as necessary.

Level 4: Three days of in-school or out-of-school suspension. Parent conference with administrator.

Level 5: Five days out-of-school suspension. Reentry conference with a parent/guardian is required and a written contract is made with the student.

Level 6: Out-of-school suspension pending an expulsion hearing before the Board of Education.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

RESPECT

INFRACTION	LEVEL	NOTE
Bullying	0-6	<p>**Bullying/Harassment Procedure includes but not limited to:</p> <p>Part 1: Data Collection Part 2: Investigation & Intervention Part 3: Investigative Action is taken in levels due to severity and repeated occurrences</p> <p>Level 1: Awareness and Order to Cease (1st incident) -Administration conferences making students aware of their behavior and ordering them to cease.</p> <p>Level 2: Confront & Prohibit -If behavior persists, conference with students and notify parents. Develop an action plan including behavior interventions with counseling staff.</p> <p>Level 3: Report & Refert -Conference with student and parents. -Take disciplinary action and issue consequences deemed appropriate and issue sanctions such as loss of privileges or institute restrictions.</p>
Bus Violation	0-6	May result in bus transportation restrictions or termination.
Cell Phone/Electronic Device	0-6	Refer to Cell Phone Policy
Cultural Responsiveness	2-6	<p>May Include a Culmination of Repeated Offenses from Other Categories</p> <p>**Bullying/Harassment Procedure may occur.</p>
Defiance/Non-Compliance	0-6	
Destruction of Property	0-6	May result in referral to law enforcement.
Disrespect	0-6	
Disruption	0-6	
Dress Code	0-3	
Harassment	0-6	<p>Complete Bullying/Harassment Procedure.</p> <p>May result in referral to law enforcement.</p>
Inappropriate Language	0-6	
Inappropriate Physical Contact	0-6	
Loitering	0-6	
Lying	0-3	

Playground Equipment Use	0-6	
Physical Aggression	2-6	May result in referral to law enforcement.
Self-Injury	0-6	Incidents of self-injury/harm are referred to counselors.
Technology Violation	0-6	This may overlap with other infraction categories.
Theft	2-6	May result in referral to law enforcement.

RESPONSIBILITY

INFRACTION	LEVEL	NOTE
Attendance/Tardiness	0-6	Typical progression of consequences including but not limited to: Student Warning, Parent Notification, Disciplinary Action. Excessive Tardiness May Result in Truancy Fines
Cheating or Academic Dishonesty	0-4	Multiple Offenses or Plagiarism result in increased level Academic Dishonesty procedures including but not limited to: <ol style="list-style-type: none"> 1. When a violation of the academic honesty program has occurred, the teacher will address the student by explaining the relevant or subsequent violation (s) to the student. 2. Written documentation detailing the alleged violation and any other pertinent information will be given to school administration for review. 3. The student will be afforded due process. 4. The teacher or administrator will contact the parent to state the issue, review this policy, and explain any pertinent disciplinary consequences. 5. Disciplinary action will be initiated by the school. 6. Infractions will be recorded on the student's permanent disciplinary file. 7. Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature. **2nd Violations in the same course may result in withdrawal from class and receive an F in course.
Excessive Leave Requests	0-3	May result in school restrictions.
Inappropriate Location	0-4	This may result in truancy.
Off-Task (non-disruptive)	0-4	

INFRACTION	LEVEL	NOTE
Leaves Without Signing Out/Permission	0-4	
Low Work Completion	0-4	May result in an Academic Intervention Meeting or Student Intervention Team meeting.
Technology Violation	0-6	Multiple violations may result in restriction of use for school issued devices.

SAFETY

INFRACTION	LEVEL	NOTE
Drugs/Alcohol/Tobacco	4-6	Typical progression of consequences including but not limited to: <ol style="list-style-type: none"> 1. Immediately report the student's actions to the parent/guardian. 2. If the student has been identified as a student with a special education disability, the IEP case manager will be notified. Student's IEP will be reviewed and adjusted as needed by the IEP Team. 3. Report the student's actions to law enforcement officials. 4. Require the student to meet with a school counselor to complete an A.O.D.A. screening and/or AODA packet.
Dangerous Weapon Not Firearm	3-6	May result in referral to law enforcement.
Threats of Violence/ Gossip	3-6	May result in referral to law enforcement.

Note: The Disciplinary Infractions and Consequences chart serves as a reference and guideline for staff and students. Unique circumstances may warrant different action by administration.

REMOVAL FROM CLASS

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student. It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board’s policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to:
 - a. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - b. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - c. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - d. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - e. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - f. pushing, striking, or other inappropriate physical contact with a student or staff member;
 - g. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 - h. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 - i. restricting another person's freedom to properly utilize classroom facilities or equipment;
 - j. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 - k. throwing objects in the classroom;
 - l. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 - m. behavior that causes the teacher or other students fear of physical or psychological harm;
 - n. willful damage to or theft of school property or the property of others; or
 - o. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively.
Such conduct includes, but is not limited to:
 - a. repeated reporting to class without bringing necessary materials to participate in class activities; or
 - b. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or

- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student’s removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students. If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

“Student” means any student enrolled in the District, an exchange student, or a student visitor to the District’s schools.

“Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

The District engages in informal discipline, which takes place within the school. Methods of informal discipline include:

- A. writing assignments;
- B. change of seating or location;
- C. lunch-time, before school, or after-school detention;
- D. in-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and their parents one day's notice. The student or their parents are responsible for transportation.

In-School Discipline

The following rules shall apply to In-School Restriction:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given special permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- F. No food or beverages shall be consumed (with the exception of water and for any medical needs).

SUSPENSION AND EXPULSION

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

Suspension

Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct which include, but are not limited to:

- A. Noncompliance with school or School Board rules;
- B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- D. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- E. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- F. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority. The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct. The Principal, within their discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the Administrator finds that:

- A. The student was suspended unfairly or unjustly;
- B. The suspension was inappropriate, given the nature of the alleged offense; or
- C. The student suffered undue consequences or penalties as a result of the suspension.

The Administrator shall make a finding within fifteen (15) days of the conference.

Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

Expulsion

Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- E. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian, may be represented at the hearing by counsel.

Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611 – Due Process Rights:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

Appendices

Freedom Middle/High School Bullying/Harassment Incident Report

Responsibility Pass Program

Responsibility Pass Application

Course Change Request Form

Visitor Request Form

Career Planning and Course Guide

Youth Apprenticeship Handbook

Freedom Area School District Device Handbook

Freedom Area School District Grades 9-12 Co-Curricular Code

Travel Release Form

Pre-Arranged Absence Form

Bus Guidelines

Student Vehicle Form 5515 F1

Disciplinary Referral Form