

# Freedom Middle School

## Student/Parent Handbook

2024-2025



TM

**Freedom Middle School**  
**N4021 County Road E**  
**Freedom, WI 54130-7593**  
**Principal: Gereon Methner**  
School Website: <https://www.freedomschools.k12.wi.us/schools/fms/>

# FREEDOM MIDDLE SCHOOL

## 2024-2025



Dear Students and Families,

Freedom Middle School (FMS) welcomes you to the 2024-2025 school year! FMS exists to facilitate the best possible environment for student growth and high school readiness. Our community has provided you with a wonderful staff and all of the tools necessary to achieve this goal. Working together -- students, teachers, staff, administrators, School Board members, parents and community-- we hope to achieve the best learning environment for all students.

The FMS faculty and staff are committed to providing you with the best possible experience during your middle school years. You are an important part of this equation. We encourage you to take advantage of the tremendous opportunities offered at FMS. Plan a course of study that meets your interests and your career goals. Become involved in activities and clubs. Pursue your interests and talents through the performing arts and/or athletics. Challenge yourself in your studies. Put in the time and effort to be the best that you can be.

The purpose of the FMS handbook is to assist you by outlining expectations and procedures and by providing basic information. We hope you will always be conscious of these expectations and abide by them as we strive to live the **“Irish Best”**: **Be Responsible, Be Respectful, and Be Safe!**

Best wishes for a successful and enjoyable school year,  
Freedom Middle School Administration, Faculty, and Staff

Dr. Gereon Methner  
Principal, Freedom Middle School  
Phone: 920-788-7945 Ex. 2309 • Cell: 920-716-7558  
Email: [gmethner@freedomschools.k12.wi.us](mailto:gmethner@freedomschools.k12.wi.us)

**FREEDOM AREA SCHOOL DISTRICT**

**District Office Telephone Number 920-788-7944**

District Office		email address	Phone Ext.
Dr. Jill Mussett	District Administrator	<a href="mailto:jmussett@freedomschools.k12.wi.us">jmussett@freedomschools.k12.wi.us</a>	4303
Maggie Gagnon	Business Administrator	<a href="mailto:mgagnon@freedomschools.k12.wi.us">mgagnon@freedomschools.k12.wi.us</a>	4317
Sarah Hechel	Dir. of Spec. Ed./Assessment Coordinator	<a href="mailto:shechel@freedomschools.k12.wi.us">shechel@freedomschools.k12.wi.us</a>	4302
Lorrie Hofacker	Curriculum/Spec. Ed. Admin. Assist.	<a href="mailto:lhofacker@freedomschools.k12.wi.us">lhofacker@freedomschools.k12.wi.us</a>	4307
Emily Wendt	District Payroll Agent	<a href="mailto:ewendt@freedomschools.k12.wi.us">ewendt@freedomschools.k12.wi.us</a>	4311
Dana Eggert	District Accounts Payable	<a href="mailto:deggert@freedomschools.k12.wi.us">deggert@freedomschools.k12.wi.us</a>	4312
Nichole Weyenberg	Exec. Asst. to District Administrator	<a href="mailto:nweyenberg@freedomschools.k12.wi.us">nweyenberg@freedomschools.k12.wi.us</a>	4290

**FREEDOM MIDDLE SCHOOL STAFF**

**Freedom Middle School Telephone Number 920-788-7945**

Administration		email address	Phone Ext.
Gereon Methner	Principal	<a href="mailto:gmethner@freedomschools.k12.wi.us">gmethner@freedomschools.k12.wi.us</a>	2309
Alesha Dobbe	Associate Principal	<a href="mailto:adobbe@freedomschools.k12.wi.us">adobbe@freedomschools.k12.wi.us</a>	2299
James Finster	Athletic/Activities Dir.	<a href="mailto:jfinster@freedomschools.k12.wi.us">jfinster@freedomschools.k12.wi.us</a>	1354
Office Staff		email address	Phone Ext.
Debbie Reiter	Lead Secretary	<a href="mailto:dreiter@freedomschools.k12.wi.us">dreiter@freedomschools.k12.wi.us</a>	2308
Student Services		email address	Phone Ext.
Matt Htwe	School Resource Officer	<a href="mailto:mhtwe@freedomschools.k12.wi.us">mhtwe@freedomschools.k12.wi.us</a>	1400
Elizabeth Thomas	Psychologist	<a href="mailto:ethomas@freedomschools.k12.wi.us">ethomas@freedomschools.k12.wi.us</a>	3102
Jason Bins	Counselor	<a href="mailto:jbins@freedomschools.k12.wi.us">jbins@freedomschools.k12.wi.us</a>	2288
Dawn Peters	Counselor/ACP	<a href="mailto:dpeters@freedomschools.k12.wi.us">dpeters@freedomschools.k12.wi.us</a>	1306
Amie Kazik	Nurse	<a href="mailto:akazik@freedomschools.k12.wi.us">akazik@freedomschools.k12.wi.us</a>	2006
Angela Cappaert	Nurse Assistant	<a href="mailto:acappaert@freedomschools.k12.wi.us">acappaert@freedomschools.k12.wi.us</a>	2006
Iris Perdomo	ELL Coordinator	<a href="mailto:iperdomo@freedomschools.k12.wi.us">iperdomo@freedomschools.k12.wi.us</a>	2274
Angie Merbach	Speech Therapist	<a href="mailto:amerbach@freedomschools.k12.wi.us">amerbach@freedomschools.k12.wi.us</a>	1338
Teaching Staff		email address	Phone Ext.
Ryan Atwater	7th Science	<a href="mailto:ratwater@freedomschools.k12.wi.us">ratwater@freedomschools.k12.wi.us</a>	2367
Jessica Baxter	Special Education	<a href="mailto:jbaxter@freedomschools.k12.wi.us">jbaxter@freedomschools.k12.wi.us</a>	2384
William Brandt	Exploring Music	<a href="mailto:wbrandt@freedomschools.k12.wi.us">wbrandt@freedomschools.k12.wi.us</a>	1293
Christy Delany	Band	<a href="mailto:cdelany@freedomschools.k12.wi.us">cdelany@freedomschools.k12.wi.us</a>	2347
Terri Erickson	6th ELA	<a href="mailto:terickson@freedomschools.k12.wi.us">terickson@freedomschools.k12.wi.us</a>	2363
Andrew Fellingner	6th Social Studies	<a href="mailto:afellingner@freedomschools.k12.wi.us">afellingner@freedomschools.k12.wi.us</a>	2372
Jen Fogarty	8th ELA	<a href="mailto:jfogarty@freedomschools.k12.wi.us">jfogarty@freedomschools.k12.wi.us</a>	2359
Adam Fox	6th Math	<a href="mailto:afox@freedomschools.k12.wi.us">afox@freedomschools.k12.wi.us</a>	2285
Margo Fox	6th English	<a href="mailto:mfox@freedomschools.k12.wi.us">mfox@freedomschools.k12.wi.us</a>	2399
Travis Gerritts	7th Social Studies	<a href="mailto:tgerritts@freedomschools.k12.wi.us">tgerritts@freedomschools.k12.wi.us</a>	2397
Andrew Gibbons	Special Education	<a href="mailto:agibbons@freedomschools.k12.wi.us">agibbons@freedomschools.k12.wi.us</a>	2332
Danielle Heenan	Agriculture	<a href="mailto:dheenan@freedomschools.k12.wi.us">dheenan@freedomschools.k12.wi.us</a>	1321
Sarah Heezen	Agriculture	<a href="mailto:sheezen@freedomschools.k12.wi.us">sheezen@freedomschools.k12.wi.us</a>	1329
Jennifer Huebner	Special Education	<a href="mailto:jhuebner@freedomschools.k12.wi.us">jhuebner@freedomschools.k12.wi.us</a>	2319
Stephanie Juelich	7th ELA	<a href="mailto:sjuelich@freedomschools.k12.wi.us">sjuelich@freedomschools.k12.wi.us</a>	2369
Erinn Kepler	8th Math	<a href="mailto:ekepler@freedomschools.k12.wi.us">ekepler@freedomschools.k12.wi.us</a>	2378
Gina Lingnofski	8th ELA	<a href="mailto:glingnofski@freedomschools.k12.wi.us">glingnofski@freedomschools.k12.wi.us</a>	2370
Noah Paar	Physical Ed/Health	<a href="mailto:npaar@freedomschools.k12.wi.us">npaar@freedomschools.k12.wi.us</a>	2297
Christina Reitzner	Special Education	<a href="mailto:creitzner@freedomschools.k12.wi.us">creitzner@freedomschools.k12.wi.us</a>	2282
Sarah Runyon	7th Math	<a href="mailto:srunyon@freedomschools.k12.wi.us">srunyon@freedomschools.k12.wi.us</a>	2368
Tom Runyon	8th Science	<a href="mailto:trunyon@freedomschools.k12.wi.us">trunyon@freedomschools.k12.wi.us</a>	2328
Ed Rusch	Computer Programming	<a href="mailto:erusch@freedomschools.k12.wi.us">erusch@freedomschools.k12.wi.us</a>	1392
Lyndsey Siebers	Art	<a href="mailto:lsiebers@freedomschools.k12.wi.us">lsiebers@freedomschools.k12.wi.us</a>	2277
Sarah Skiba	7th ELA	<a href="mailto:sskiba@freedomschools.k12.wi.us">sskiba@freedomschools.k12.wi.us</a>	2352
Jay Springstroh	Physical Education	<a href="mailto:jspringstroh@freedomschools.k12.wi.us">jspringstroh@freedomschools.k12.wi.us</a>	1398
Erika VanDeLeygraaf	6th Science	<a href="mailto:evandelegraaf@freedomschools.k12.wi.us">evandelegraaf@freedomschools.k12.wi.us</a>	2330

John Van Rossum	8th Social Studies	<a href="mailto:ivanrossum@freedomsschools.k12.wi.us">ivanrossum@freedomsschools.k12.wi.us</a>	2362
Amy Wright	Choir	<a href="mailto:awright@freedomsschools.k12.wi.us">awright@freedomsschools.k12.wi.us</a>	2273
Nicole Zabel	Spanish/Library	<a href="mailto:nzabel@freedomsschools.k12.wi.us">nzabel@freedomsschools.k12.wi.us</a>	2358
<b>Support Staff</b>		<b>email address</b>	<b>Phone Ext.</b>
Kaitlyn Aschenbrenner	Spec. Education Aide	<a href="mailto:kaschenbrenner@freedomsschools.k12.wi.us">kaschenbrenner@freedomsschools.k12.wi.us</a>	2319
Sharon Daelke	Spec. Education Aide	<a href="mailto:sdaelke@freedomsschools.k12.wi.us">sdaelke@freedomsschools.k12.wi.us</a>	2332
Pamela LaPlant	Spec. Education Aide	<a href="mailto:plaplant@freedomsschools.k12.wi.us">plaplant@freedomsschools.k12.wi.us</a>	2282
Amy Lindahl	Library Aide	<a href="mailto:alindahl@freedomsschools.k12.wi.us">alindahl@freedomsschools.k12.wi.us</a>	1318
Julie Malliet	Spec. Education Aide	<a href="mailto:jmalliet@freedomsschools.k12.wi.us">jmalliet@freedomsschools.k12.wi.us</a>	2319
Kelsie Malliet	Spec. Education Aide	<a href="mailto:kmalliet@freedomsschools.k12.wi.us">kmalliet@freedomsschools.k12.wi.us</a>	2384
Steve Snyder	Spec. Education Aide	<a href="mailto:ssnyder@freedomsschools.k12.wi.us">ssnyder@freedomsschools.k12.wi.us</a>	2384
Molly Vosters	Spec. Education Aide	<a href="mailto:mvosters@freedomsschools.k12.wi.us">mvosters@freedomsschools.k12.wi.us</a>	2319
<b>Technology Staff</b>		<b>email address</b>	<b>Phone Ext.</b>
Kathy Tennant	District Tech Int. Spec.	<a href="mailto:ktennant@freedomsschools.k12.wi.us">ktennant@freedomsschools.k12.wi.us</a>	1310
Michael Flannigon	District Tech Int. Spec.	<a href="mailto:mflannigon@freedomsschools.k12.wi.us">mflannigon@freedomsschools.k12.wi.us</a>	1287
<b>Maintenance Staff</b>		<b>email address</b>	<b>Phone Ext.</b>
Rene Gallegos	Custodian	<a href="mailto:rgallegos@freedomsschools.k12.wi.us">rgallegos@freedomsschools.k12.wi.us</a>	1314
Kay Trettin	Custodian	<a href="mailto:ktrettin@freedomsschools.k12.wi.us">ktrettin@freedomsschools.k12.wi.us</a>	1314
Victor Voight	Dir. of Build. & Grounds	<a href="mailto:vvoight@freedomsschools.k12.wi.us">vvoight@freedomsschools.k12.wi.us</a>	2200
Ben Vosters	Lead Maintenance	<a href="mailto:bvosters@freedomsschools.k12.wi.us">bvosters@freedomsschools.k12.wi.us</a>	1314
<b>Food Service</b>		<b>email address</b>	<b>Phone Etx.</b>
Logan Wilson	Food Service Director	<a href="mailto:lwilson@freedomsschools.k12.wi.us">lwilson@freedomsschools.k12.wi.us</a>	3301
Julie Hintz	Food Service	<a href="mailto:jhintz@freedomsschools.k12.wi.us">jhintz@freedomsschools.k12.wi.us</a>	1325
Lynn Kaminski	Food Service	<a href="mailto:lkaminski@freedomsschools.k12.wi.us">lkaminski@freedomsschools.k12.wi.us</a>	1325
Diane Sanderfoot	Food Service	<a href="mailto:dsanderfoot@freedomsschools.k12.wi.us">dsanderfoot@freedomsschools.k12.wi.us</a>	1325
<b>Athletic Services</b>		<b>email address</b>	<b>Phone Etx.</b>
Marissa Haug	Athletic Trainer	<a href="mailto:marissa.haug@aurora.org">marissa.haug@aurora.org</a>	1269
Andrew Wolf	Athletic Trainer	<a href="mailto:andrew.wolf@aurora.org">andrew.wolf@aurora.org</a>	1269

## 2024-2025 SCHOOL CALENDAR

<b>Date</b>	<b>Event</b>	<b>Date</b>	<b>Event</b>
<b>Aug 13</b>	Student Registration/Picture Day	<b>Jan 17</b>	End of Term 2
<b>Sept 2</b>	No School/Labor Day	<b>Jan 20</b>	No School/Records Day
<b>Sept 3</b>	First Day of School	<b>Jan 31- Feb 2</b>	MS Musical Lecture Hall
<b>Sept 20</b>	Picture Retake Day 7:30am-9:30am	<b>Feb 10-14</b>	Crystal Ball Week
<b>Sept 23-27</b>	Homecoming Week	<b>Feb 12</b>	MS Parent Teacher Conferences 4pm-7:30pm
<b>Sept 27</b>	Early Release/PM Staff Inservice	<b>Feb 13</b>	Early Release/PM Staff Inservice
<b>Oct 15</b>	MS Parent Teacher Conferences 4pm-7:30pm	<b>Feb 14</b>	No School/Conference Break
<b>Oct 17</b>	Early release/PM Staff Inservice	<b>Feb 17</b>	No School/Staff Inservice
<b>Oct 18</b>	No School/Conference Break	<b>Mar 7</b>	Early release/PM Staff Inservice
<b>Nov 1</b>	Early release/PM Staff Inservice	<b>Mar 21</b>	End of Term 3
<b>Nov 4</b>	End of Term 1	<b>Mar 24-28</b>	No School/Spring Break
<b>Nov 28-29</b>	No School - Thanksgiving Break	<b>Apr 17</b>	Early release/PM Staff Inservice
<b>Dec 2</b>	MS/HS Choir Concert 7pm Fieldhouse	<b>Apr 18</b>	No School/Break
<b>Jan 27</b>	MS Parent Teacher Conferences 5pm-7:30pm	<b>May 20</b>	Spring Band/Choir Concert Weidner Center
<b>Dec 9</b>	No School/Staff Inservice	<b>May 26</b>	No School/Memorial Day
<b>Dec 16</b>	MS/HS Band Concert 7pm Fieldhouse	<b>June 3</b>	8th Grade Recognition 6pm Fieldhouse
<b>Dec 23- Jan 1</b>	No School/Winter Break	<b>June 5</b>	Last Student Day/Early Release/ PM Staff Work Day
<b>Jan 2</b>	Classes Resume	<b>June 6</b>	AM Staff Work Day

\*\*Freedom Area School District 2024-2025 Calendar\*\*

<b><u>Table of Contents</u></b>	<b><u>Pg</u></b>	<b><u>Table of Contents</u></b>	<b><u>Pg</u></b>
Foreword	8	Transfer Out of the District	17
Mission of the School	8	Open Enrollment	17
Vision & Mission of the District	8	Student Records	18
<b><u>Section 1 - Rights/Expectations/Policies</u></b>	9	Student Fees, Fines, and Charges	19
Student Rights and Expectations	9	Lockers	19
Parent Rights and Expectations	9	Lost and Found	20
School Board Policy	9	Announcements and Advertising Outside Activities	20
Suggestions and Complaints	9	Students with Disabilities	20
Equal Education Opportunity/Anti-Harassment	10	Bilingual Students/English Learners	20
Nondiscrimination on the Basis of Sex	11	Service Animals & Other Animals on District Property	20
Sexual Harassment	12	Use of School Equipment and Facilities	20
Bullying	14	Use of Cell Phones or PCDs	21
Student Hazing	14	Student Fund-Raising	22
Section 504/ADA Complaint	15	Middle School Dances	23
<b><u>Section II - School Operation</u></b>	16	<b><u>Section III - School Health and Safety</u></b>	24
Arrival Time	16	Student Well-Being	24
Closed Campus	16	Injury and Illness	24
School Day	16	Student Accidents/Illness/Concussion and Cardiac Arrest	24
Lunch/Cafeteria	16	Automatic External Defibrillator (AED)	24
Recess	16	Emergency Medical Authorization	24
Study Hall	16	Suicide Prevention	24
Irish Hour	17	Use of Prescribed Medications	24
Library/Resource Center	17	Asthma Inhalers and Epinephrine Auto-Injectors	25
Scheduling and Assignment	17	Use of Nonprescribed Drug Products	25
Early Dismissal from School	17	Control of Casual-Contact Communicable Diseases	26
Supervision	17	Direct Contact Communicable Diseases	26
Telephone	17	Safety and Security	26

<b><u>Table of Contents</u></b>	<b><u>Pg</u></b>	<b><u>Table of Contents</u></b>	<b><u>Pg</u></b>
Visitors	27	Student Attendance at School Events	39
The Schools and Governmental Agencies	27	Student Behavior	39
School Resource Officer (SRO)	27	Code of Conduct	39
Fire Drills, Tornado Drills, Lockdown Drills	27	Cultural Responsiveness	39
Emergency Closing and Delays	28	Care of Property	39
Preparedness for Toxic and Asbestos Hazards	28	Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia	40
Weapons	28	Use of Tobacco/Nicotine is Prohibited	40
Video and Audio Surveillance	29	Student Code of Classroom Conduct	40
<b><u>Section IV - Academics</u></b>	<b>30</b>	Search and Seizure	<b>41</b>
Academic and Career Planning	30	Student's Rights of Expression	41
Field Trips	30	Student Dress and Grooming	42
Physical Education	30	Bus Transportation to School	43
Grades, GPA, and Grading Periods	30	Cameras on School Buses	46
8th grade Promotion and Ceremony	31	<b><u>Student VII - Student Discipline</u></b>	<b>47</b>
Recognition of Student Achievement	31	Positive Behavioral Interventions and Supports	47
Academic Honesty	31	Discipline Levels	47
Student Intellectual Property Rights	31	Disciplinary Infractions and Consequences	48
Student Technology Acceptable Use and Safety	32	Removal from Class	50
Student Assessment	32	Other Forms of Discipline	52
<b><u>Section V - Student Activities</u></b>	<b>33</b>	Suspension and Expulsion	<b>53</b>
School-Sponsored Clubs, Activities, and Athletics	33	Student Due Process Rights	55
Nonschool-Sponsored Clubs and Activities	33	<b><u>Appendices</u></b>	<b>56</b>
Leaving a Competition/Event with Parents	33		
School Sponsored Publications and Productions	34		
<b><u>Section VI - Student Conduct</u></b>	<b>36</b>		
Attendance	36		

## **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 Dr. Methner, FMS 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 mission of the Freedom Middle School is to inspire and engage our students to become high achievers and lifelong learners. We will: 1) work collaboratively with students, staff, parents/guardians, and community, 2) remain open-minded to learning and sharing best practice strategies, and 3) be proactive in meeting the needs of students.

## **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 Middle School (FMS) 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 Middle School (FMS) 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, an administrator, or the Positive Behavioral Intervention and Support Committee (Irish Identities). 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 Middle 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/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 Middle 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

### ARRIVAL TIME

Students are expected to arrive promptly to school. Doors remain locked until 7:30 AM. Please remember the first classes do not start until 8:00 AM. Upon arrival, students must report directly to their designated areas in the Lobby (8th Grade) or the Fieldhouse Lobby (6th and 7th Grade). Students may enter through the main middle school entrance.

### CLOSED CAMPUS

Freedom Middle School has a closed campus. Once a student arrives on school property from the bus or parent drop off, the student must remain on school property. Students **will remain on school property during the noon hour**. Exceptions to this policy may be made by the building principal only when extenuating circumstances exist. No student is to leave the school grounds for any reason during school hours without parent or guardian permission and school authorization.

### SCHOOL DAY

Freedom Middle School has an eight-period day with an intervention/enrichment period at the end of the day (Irish Hour). Classes are 44 minutes long, with a three-minute passing period. Lunch is 30 minutes long and includes a recess time.

Middle School Schedule	
Period 1: 8:00-8:44am	Lunch: 11:53-12:23 pm
Period 2: 8:47-9:31am	Period 6: 12:26-1:09 pm
Period 3: 9:35-10:19 am	Period 7: 1:13-1:57 pm
Period 4: 10:21-11:05 am	Period 8: 2:00-2:44 pm
Period 5: 11:09-11:53 am	Irish Hour (9): 2:48-3:21pm

### LUNCH/CAFETERIA

Students are dismissed to the cafeteria and must sit in their designated grade area. Students are expected to follow all school rules during lunch and may not have personal communication devices or laptops at lunchtime. The only exception is if there is an “inside recess” due to inclement weather.

### RECESS

Students are dismissed from the cafeteria at 12:08 and may go outside for recess or remain in the cafeteria for the remaining lunch time. Students are expected to follow all school rules while in the playground area.

### STUDY HALL

Study Hall is an extension of the regular, core classroom. For students not in need of additional academic intervention, Study Hall is a time for guided study. Activities in guided study include but are not limited to: music lessons, homework completion, assignment notebook checks, conferencing with students for task prioritization, executive functioning skills, and independent reading. Tier 2 and Tier 3 academic intervention and intervention can also occur during this time.



### **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. Additional instruction is also informed by the district screener and other state and local assessments; however, the primary selection criteria are focused on core assessments. Music lessons also occur during Irish Hour.

### **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 2 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. Any changes in a student's schedule should be handled through the middle school office and only with administrative approval. 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.

### **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)

### **SUPERVISION**

Students must leave the school grounds after the school day unless supervised by faculty or staff. Supervision is needed during ALL school activities. Unsupervised students may not “hang around” school property after classes are dismissed.

### **TELEPHONE**

Students may request to use the telephone in the Middle School Office if needed. All students are prohibited from using classroom phones without permission from the teacher. Students in Grades 6-8 must have phones stored in lockers or backpacks (out of sight).

### **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.

## 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 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto: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
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 MIDDLE 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 in grades 6-8 may use PCDs before and after school, 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 except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed on vibrate or silent mode) and stored out of sight in lockers.

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.

### **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.

### **MIDDLE SCHOOL DANCES**

Freedom Middle School holds one dance in the fall and another in the winter. Students are encouraged to attend our dances and participate in the themed dress-up activities. A nominal fee is charged to cover the cost of the event. Dances start at 3:30 PM and end at 5:00 PM. Students must arrange for prompt pickup following the dance. Students may not bring visitors from other schools to our dances. School rules apply to student conduct as they would during the normal school day. Student behavior may impact a student's eligibility to attend FMS dances.

## **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 Debbie Reiter in the middle school office.
- D. Medication that is brought to the middle 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 not permitted at Middle School Dances.\*\***

## **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

### 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

Students of all grades will participate in Physical Education courses throughout the entire school year. 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.

#### GRADING SCALE

Traditional	Rubric	GPA	Traditional	Rubric	GPA
100%-97%	A+	4.0	76%-73%	C	2.2-1.8
96%-93%	A	3.9-3.7	72%-70%	C-	1.7-1.5
92%-90%	A-	3.6-3.5	69%-67%	D+	1.4-1.3
89%-87%	B+	3.4-3.3	66%-63%	D	1.2-1.0
86%-83%	B	3.2-2.8	62%-60%	D-	0.9-0.7
82%-80%	B-	2.7-2.5	59%-Below	F	0.6 – Below
79%-77%	C+	2.4-2.3			

#### 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 mid-quarter and quarter grading periods and are posted to the Student Portfolio feature in Skyward. 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.

### **8TH GRADE PROMOTION AND CEREMONY**

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions. Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

Students demonstrating completion of the middle school academic program are eligible to attend the promotion ceremony. The promotion ceremony is a privilege offered by the Freedom Middle School and the School Board and students participating are expected to respect the dignity of this event.

Students will dress appropriately for a graduation service. Students are expected to participate in a sober, dignified manner that reflects the mission and vision of the school district. 8th grade students **MUST** attend all meetings and practices related to promotion. The middle school principal may refuse participation to students who fail to adhere to these expectations.

### **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 middle 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	3.50-4.00
Honors	3.00-3.499

#### **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.



## 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. 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 athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. School offerings are divided into groups for participation: **Group 1 Athletics** and **Group 2 Co-Curricular Activities not mentioned in Group 1** convened by Freedom Middle School.

#### Group 1-Athletics

Cross Country (Grades 6, 7, 8)  
Football (Grades 6, 7, 8)  
Volleyball (Grades 6, 7, 8)  
Basketball (Grades 6, 7, 8)  
Wrestling (Grades 6, 7, 8)  
Cheer & Stunt (Grades 6, 7, 8)  
Soccer (Grades 6, 7, 8)  
Track (Grades 7, 8)  
Dance Team (Grades 6, 7, 8)

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

Battle of the Books (6, 7, 8)  
Destination Imagination TBD  
Student Council (Grades 6, 7, 8)  
MAPSS Representative (Grades 6, 7, 8)  
Forensics TBD  
Yearbook Staff (Grades 6, 7, 8)  
Robotics Club TBD  
eSports (8)  
Running Club (Grades 6, 7, 8)  
Musical (6, 7, 8)  
Art Club (6, 7, 8)  
Leadership Club (6, 7, 8)  
Geography Bee, (6, 7, 8)  
Spelling Bee, (6, 7, 8)  
FFA, (6, 7, 8)  
National History Day (Grades 6, 7, 8)

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) For further information, contact Mr. James Finster, the K-12 Athletic/Activities Director, at [jfinster@freedomschools.k12.wi.us](mailto:jfinster@freedomschools.k12.wi.us) or (920) 788-7940 ext. 1354. Additional information can be found in the [FMS Co-Curricular Code Handbook](#) located attached in the Appendices.

### 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. FMS 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 ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. (Board Policy 5855 – Student Attendance at School Events) However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **STUDENT BEHAVIOR**

Freedom Middle 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 guiding principles at Freedom Middle School are known as the “**Irish Best**”. The three core expectations of the “Irish Best” are: **be respectful, be responsible, and be safe**. The staff and administration expect that students live the “Irish Best” and 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 Middle 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 middle 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 50, **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.

- |  |   |
|--|---|
| 1 <sup>st</sup> time – Warning box checked                 | 3 <sup>rd</sup> time – 2 <sup>nd</sup> offense box checked                                  |
| 2 <sup>nd</sup> time – 1 <sup>st</sup> offense box checked | 4 <sup>th</sup> time – 3 <sup>rd</sup> 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)

## SECTION VII - STUDENT DISCIPLINE

### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

In compliance with the Wisconsin DPI, FMS has incorporated PBIS into its student discipline procedures. PBIS is a student behavior management system that focuses on reinforcing appropriate student conduct.

Under the FMS PBIS plan, teachers' model and reinforce appropriate student behavior, and students are expected to follow the "**Irish Best:**" be respectful, be responsible, and be safe. For students to display their **B.E.S.T.** they: **Be** Respectful, **Engage** Self Control, **Take** Responsibility. In the Appendices, you can find the School Wide PBIS Matrix defining behavioral expectations for every school environment.

By reinforcing the principles of PBIS, students can enjoy a safe and productive learning environment. Within the FMS PBIS plan, rules violations are classified into two major categories: minor offenses and major offenses. Teachers/administrators will determine whether a rules violation is major or minor based on the severity and frequency of the offense. Staff will complete a Disciplinary Referral Form to document infraction. In the Appendices, you can find the FMS Behavior Solutions Flow Chart and the Disciplinary Referral Form.

### 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 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:            Part 1: Data Collection            Part 2: Investigation &amp; Intervention            Part 3: Investigative Action is taken in levels due to severity and repeated occurrences            Level 1: Awareness and Order to Cease (1st incident)            -Administration conferences making students aware of their behavior and ordering them to cease.            Level 2: Confront &amp; Prohibit            -If behavior persists, conference with students and notify parents. Develop an action plan including behavior interventions with counseling staff.            Level 3: Report &amp; 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            **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.            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"> <li>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.</li> <li>2. Written documentation detailing the alleged violation and any other pertinent information will be given to school administration for review.</li> <li>3. The student will be afforded due process.</li> <li>4. The teacher or administrator will contact the parent to state the issue, review this policy, and explain any pertinent disciplinary consequences.</li> <li>5. Disciplinary action will be initiated by the school.</li> <li>6. Infractions will be recorded on the student’s permanent disciplinary file.</li> <li>7. Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.</li> </ol> **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	
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"> <li>1. Immediately report the student’s actions to the parent/guardian.</li> <li>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.</li> <li>3. Report the student’s actions to law enforcement officials.</li> <li>4. Require the student to meet with a school counselor to complete an A.O.D.A. screening and/or AODA packet.</li> </ol>
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**

**FMS Co-Curricular Code Handbook**

**Freedom Area School District Device Handbook**

**Travel Release Form**

**Pre-Arranged Absence Form**

**Bus Guidelines**

**FMS School Wide PBIS Matrix**

**FMS Behavior Solutions Flow Chart**

**Disciplinary Referral Form**