

Freedom High School Student/Parent Handbook

2023-24



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Welcome to Freedom High School – Freedom School District

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

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

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

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

Sincerely,

Kurt Erickson, Freedom High School Principal

2023-24 School Calendar

August 8	Student Registration/Picture Day 7:00am-7:00pm, Library, Computer Lab, Cafeteria	January 22	No School - Break
		January 23	No School - Staff Work Day
September 4	No School/Labor Day	February 10	Crystal Ball Dance 7-11pm
September 5	First Day of School	February 15	Early release/PM Staff Inservice
September 22	Early Release/PM Staff Inservice	February 16	No School - Conference Break
September 22	Homecoming Football game 7pm	February 19	No School - Staff Inservice
September 23	Homecoming Dance 7-11pm	February 21	Parent teacher conferences 4pm-630pm
September 27	Picture day, absentee 730am-930am	March 1	Early Release/PM Inservice
October 4	HS Parent Teacher conferences 4pm-630pm	March 25-Apr 1	No School - Spring Break
October 26	Early release/PM Staff Inservice	April 5	End of Term 3
October 27	No School/Conference Break	April 7	No School Break
November 3	Early release/PM Staff Inservice	April 19	Early Release/PM Inservice
November 6	End of Term 1	April 24	HS Parent teacher conferences 4-6pm
November 22-24	No School - Thanksgiving Break	April 27	Prom 8-11pm Simply Country Barn, Post Prom 11pm
December 4	MS/HS Choir Concert 7pm Fieldhouse	May 20	Spring Band Concert Weidner Center
December 6	HS Parent Teacher conferences 4pm-630pm	May 27	No School- Memorial Day
December 11	No School/Staff Inservice	May 29	Graduation Fieldhouse
December 14	MS/HS Band Concert 7pm Field House	June 6	Last student day Early Release - PM Staff Work Day
Dec 25-Jan 1	No School - Winter Break		
January 2	Classes Resume	June 7	Staff Work Day - AM
January 19	End of Term 2		

NON-DISCRIMINATION AND COMPLAINT PROCEDURE

The School District of Freedom does not discriminate against pupils on the basis of sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, or emotional disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Freedom or any part of the school organization has failed to follow the law and rules of s.118.13 WI Stat., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to:

**Freedom Area School District
Sarah Hechel- Pupil Services
N4021 County Road E
Freedom WI 54130-7593**

STEP 1. A written determination of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send a written acknowledgment of receipt of the complaint within 45 days.

STEP 2. A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and Ch. 115, WI Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by Ch. 115. V, WI Stats, complaints under 20 USC s. 1231 e and 34 CFR ss. 76.780-760.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

STEP 3. If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint. Appeals should be addressed to:

**State Superintendent
Wisconsin Department of Public Instruction
125 S. Webster Street
PO Box 7841
Madison WI 53707**

STEP 4. Discrimination complaints on some of the above may also be filed with the federal government at the office for Civil Rights, U.S. Department of Education, 300 S. Wacker Drive, 8th Floor, Chicago IL 60606.

DISTRICT OFFICE**920-788-7944**

Dr. Jill Mussett, District Administrator
 Maggie Gagnon, Business Administrator
 Sarah Hechel, Director of Special Education/Pupil Services
 Lorrie Hofacker, District Office Staff
 Emily Wendt, District Office Staff
 Dana Eggert, District Office Staff
 Nichole Weyenberg, District Office Staff

Technology Staff

Steve Snyder
 Kathy Tennant
 Michael Flannigon

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HIGH SCHOOL MISSION STATEMENT

The major purpose of our school is to provide the experience that will enable individuals to take their places as useful and productive citizens in our democratic society. The educational program should fit the abilities, needs, and the interests of each individual. The educational process should be a cooperative venture of the students, parents, teachers, administrators, and the Board of Education.

The educational experience should provide opportunities to develop the whole person including mental, physical, and moral characteristics. To these ends, we at Freedom High School dedicate ourselves.

FREEDOM HIGH SCHOOL STUDENT HANDBOOK AND STUDENT EXPECTATIONS

ACADEMIC DECATHLON

The Academic Decathlon is composed of students from each grade level and from three different GPA levels. Each year, the State Academic Decathlon Committee develops questions based on a theme. Last year was Russia. The questions then were based on Russian Literature, Russian Scientists, Russian History, etc. The team competes in the regional, sectional, state, and national level if they qualify. This team and they meet periodically throughout the school year to get ready for their competitions starting in October.

ACADEMIC INTEGRITY POLICY

Parent/Student Agreement

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend Freedom High School ready to learn and in their learning, demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at FHS where the student must engage in an honest and integral pursuit of knowledge. At FHS our staff will diligently help all of our students to become the most successful student and person they can be. To do so, our staff needs to have an accurate measure of their strengths and weaknesses to be effective. Academic integrity requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the school and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

1. Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
2. Using notes, aids, or another student's assistance to complete a test, a project, or other assignments in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually.
3. Looking at another student's test, answer sheet, or other materials
4. Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating.
5. Copying from or allowing another student to copy from a test, homework, or other coursework which is not intended to be collaborative in nature.
6. Tampering with an instructor's records of grades or scores; abusing the privilege of internet access as stated in Freedom High School's policy for the use of the internet.
7. Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. Although a student may authorize another student to copy or transfer electronic files, this action is considered cheating if effected without teacher permission.
8. Plagiarizing materials; that are taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to the author for the use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text.
9. Any use (ie: talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is strictly prohibited.

Responsibilities of Students, Parents, Teachers, and Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments.

The parent is expected to adopt the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his or her student and encouraging the student to practice academic integrity throughout the student's years at Freedom High School.

The teacher is expected to review with the students the policy of academic integrity at the beginning of each semester and other times during the year as he or she deems it appropriate. The teacher is also expected to enforce the policy in all instances of academic dishonesty following the process as outlined below.

The administrator is expected to support the spirit of academic integrity with students, parents, counselors, teachers and other staff members in conferences and in each classroom. Disciplinary action taken with students concerning the academic honesty policy will follow the process as outlined below.

Process for Disciplinary Action

The process whereby a student will be punished for infraction of the academic integrity policy shall include the following steps:

1. When a violation of the academic honesty program has occurred, the teacher will address the student by explaining the relevant or subsequent violation (s) to the student.
2. Written documentation detailing the alleged violation and any other pertinent information will be given to school administration for review.
3. The student will be afforded due process.
4. The teacher or administrator will contact the parent to state the issue, review this policy, and explain any pertinent disciplinary consequences.
5. Disciplinary action will be initiated by the school.
6. Infractions will be recorded on the student's permanent disciplinary file.
7. Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.

Disciplinary Action for Student Violation of the Academic Integrity Policy

A teacher will refer any academic honesty infractions in written form to the administrative office. Administrators reserve the right to respond to the wrong doing with punitive action of varying severity.

First Offense: Detention up to one day, in-school suspension will be assigned for the person cheating and possibly the person they are cheating from if they are aware.

Second Offense: One day out of school suspension and the student and parents will attend a meeting with the academic integrity committee to work out a proper consequence. The committee will be represented by the guidance department, the principal, and one teacher. If a student were to be discovered a second or subsequent time in the same class they may be removed and receive an F for the class.

Note:

1. The student may be dropped from the National Honor Society if the student is a member of that organization.
2. In special circumstances (i.e. course work completed in a previous term that is being copied) different consequences may be applied by administration up to and including suspension.
3. IF the academic integrity infraction occurs during a final examination, the regular course of discipline will be followed and the student will receive a zero on the exam.

ACADEMIC RECOGNITION

Academic Plaque

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

Honor Roll

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

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

Accommodation of Sincerely Held Beliefs

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and/or likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019 Wis. Stats.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the District Administrator.

In the discussion of any controversial *issue* in the classroom or in the course of professional duties, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. *If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.*

ADMISSION POLICY

It is the policy of the School District of Freedom that no person may be denied admission to any public school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, WI Stats. Complaints involving this policy shall be processed in accordance with established procedures.

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.

First Violation: Parents contacted, Law Enforcement contacted, 2 hours of detention.

Second Violation and/or Subsequent Violations: Up to five (5) days out-of-school suspension and/or possible recommendation for expulsion.

ALCOHOL AND OTHER DRUG ABUSE POLICY

It is a violation of school district policy for any student of the School District of Freedom to use, possess or be under the influence of any of the following:

1. Controlled substances or intoxicants.
2. Substances which are represented as drugs or intoxicants.

Furthermore, it is also a violation of school district policy for any student of the School District of Freedom to use or possess drug-related paraphernalia. This policy is in effect while students are on the grounds of the School District of Freedom or when attending any school-related activity (home or away). Determinations relative to the violation of this policy shall be within the jurisdiction of the building principals or their designees, particularly related to the needs of special education students.

First Violation

When a student of the Freedom School System violates this policy, school officials will take the following course of action:

1. Automatically suspend the student out of school for three (3) days.
2. If the student has been identified as a student with a special education disability, the student's IEP will be reviewed and adjusted as needed by the IEP Team.
3. Immediately report the student's actions to the parent/guardian.
4. Report the student's actions to law enforcement officials.
5. Require the student to meet with a school counselor to complete an A.O.D.A. screening and/or AODA packet.

Failure to abide by the above requirements shall result in a referral to the School Board for possible expulsion from school.

Second Violation

When a student of the Freedom School System violates this policy for the second time, school officials will take the following course of action:

1. Automatically suspend the student out of school for up to five (5) days.
2. Refer the student to the IEP Team if the student has been identified as a special education student.
3. Immediately report the student's actions to the parent/guardian.
4. Report the student's actions to law enforcement officials.
5. Require the student to meet with an A.O.D.A. certified counselor to make an appointment to complete an A.O.D.A. assessment within 10 days of the first day of suspension. Written evidence that the assessment has been completed and recommendations are being followed needs to be presented to the building principal within 30 days of the completed assessment.
6. Require the student and parent to sign a Release of Information form.

Failure to abide by the above requirements shall result in a referral to the School Board for possible expulsion from school.

Third and all Subsequent Violations

When a student of the Freedom School System violates this policy for the third or subsequent time(s), school officials will take the following course of action:

1. Automatically suspend the student out of school for up to 10 to 15 days pending an expulsion hearing.
2. Refer the student to the IEP Team if the student has been identified as a special education student.
3. Immediately report the student's actions to the parent/guardian.
4. Report the student's actions to law enforcement officials.
5. Recommend the student for expulsion from the Freedom schools as defined by the Wisconsin Statutes. If expelled, a student will not receive credit for said semester(s). If the third or subsequent violation(s) occurs within the last two weeks of the semester, the student will be considered for expulsion for a minimum of the following semester unless the student is a graduating senior. If said violation occurs during the last two weeks of the second semester of a graduating senior, no credits for that semester will be earned and the student will be considered for expulsion during the next two semesters.
6. Require the student to provide a written assessment indicating the completion of a series of counseling sessions by an approved counselor accompanied by a favorable recommendation by the approved counselor, which will be considered in making a decision regarding the student's re-admittance to Freedom schools.
7. Require the student and parent to sign a Release of Information form.

Failure to abide by the above requirements shall result in the commencement of further expulsion proceedings.

Sale, Trade, Transfer, Dispense, or Distribute Violations

It is further a violation of school district policy for any student of the School District of Freedom to:

1. Sell, trade, transfer, dispense or distribute any of the following:
2. Intent to sell, trade, transfer, dispense or distribute any of the following:
3. Conspire to sell, trade, transfer, dispense or distribute any of the following:
 - a. Controlled substances or intoxicants
 - b. Substances which are represented as drugs or intoxicants

This policy is in effect while students are on the grounds of the School District of Freedom or when attending any school related activity (home or away). Determinations relative to the violation of this policy shall be within the jurisdiction of the building principals or their designees, particularly related to the needs of special education students.

When a student of the Freedom School System violates this policy, school officials will take the following course of action:

1. Automatically suspend the student out of school for up to 10 to 15 days pending an expulsion hearing.
2. Refer the student to the IEP Team if the student has been identified as a special education student.
3. Immediately report the student's actions to the parent/guardian.
4. Report the student's actions to law enforcement officials.
5. Recommend the student for expulsion from the Freedom Schools as defined by Wisconsin Statutes. If expelled, the student will not receive credits for said semesters.
6. Require the student to provide a written assessment indicating the completion of a series of counseling sessions by an approved counselor accompanied by a favorable recommendation by the approved counselor, which will be considered in making a decision regarding the student's re-admittance to the Freedom schools.
7. Require the student and parent to sign a Release of Information form.

Tests for Alcohol Use

A building principal or his/her designee or a law enforcement officer may require a pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever he/she has reasonable suspicion that the pupil is under the influence of alcohol while the pupil is on school premises or while participating in a school-sponsored activity.

The device used shall be a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath. The results of the breath-screening device or the fact that a pupil refused to submit to breath testing shall be made available for use in any hearing or proceeding regarding the discipline, suspension or expulsion of a student due to alcohol use.

ASBESTOS MANAGEMENT PLAN

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the Superintendent to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the Superintendent to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum, develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, re-inspections, periodic surveillance, training and recordkeeping requirements.

The Superintendent will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned. 20 U.S.C. 4011 et seq.

Asbestos Hazard Emergency Response Act of 1986 (AHERA)
Asbestos School Hazard Abatement Reauthorization Act of 1990
40 C.F.R. 763

ATHLETIC PHYSICALS

All athletes must have a physical examination before they will be allowed to participate in any athletic program (including practice). Physical forms are available in the high school office or on the district website. Examinations allowing participation are good for 2 years (green form). Athletes who are not required to have an examination in a particular year must have an alternate year form (yellow colored) signed by their parents allowing participation. Athletes and their parents should be aware that it is their responsibility to arrange for their physical as well as make payment for them.

***Each year a form, physical or alternate year, must be completed and uploaded to the rSchool Athletic website.**

<https://freedomschools-ar.rschoolday.com>

ATTENDANCE POLICY

The Freedom School Board encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance. The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities.

All students shall be in school from the time the school day begins until the end of the designated school day.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (unexcused/truant).

Compulsory Attendance Age

The Wisconsin State Legislature has determined that the best interests of the state are served when all children have the right to a free and public education. Further, they have determined that children, with rare exceptions, are required to regularly attend school between the ages of six and eighteen. Section 118.15(1) of the Wisconsin Statutes requires attendance until the end of the school term, quarter or semester in which the child reaches the age of eighteen.

Anyone who is legally responsible for caring for and providing basic necessities to the child or anyone who has simply assumed these responsibilities, with or without legal process, is obligated to insure that the child attends school. This includes parents, guardians or other persons having under their control a child of compulsory attendance age.

Any student who withdraws from school under Section 118.15(1) of the statutes, has the right to be readmitted to school upon request so long as the student remains of school age.

A student who drops out of school under Section 118.15(1) may not drop out and return at any time he/she chooses. The Freedom School Board has the authority under law to specify reasonable withdrawal and admittance dates, so as to minimize programmatic disruptions in the school. The School Board designee and the District Administrator shall have the authority to determine what constitutes a reasonable withdrawal or re-admittance date.

Student Attendance Procedures/School Attendance Officer

1. The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.
2. Each school shall determine daily which students enrolled in the school are absent from school and whether those absences are excused in accordance with Board Policy.
3. The school attendance officer/designee shall notify the parent/guardian when his/her child has been truant. The student's parent/guardian will be directed to return the student to school no later than the next school day or to provide an excuse for the absence. Notice under this paragraph must be given to the parent/guardian before the end of the second school day after receiving a report of an unexcused absence. Such notice may be made by personal service, mail or telephone call, of which a written record is kept. **"Truancy means any absence involving part or all of one or more school days during which the school attendance officer, principal or teacher has not been notified by the absent student's parent/guardian of the**

legal cause of such absence. "Truancy" also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

4. The school attendance officer may visit any place of employment within school district boundaries to ascertain whether any minors are employed contrary to State law. The District Administrator will provide the State Superintendent of Public Instruction information regarding those children in attendance between the ages of six (6) and eighteen (18) years who are residents of the school district or who claim to be in attendance at a private school or home-based private educational program located in the district.
5. The building principal shall annually inform students and their parents/guardians of their right to request program or curriculum modifications and of the types of program or curricular modification that can be made. If attendance problems arise due to program or curriculum issues, the school attendance officer shall inform the Director of Curriculum and Instruction to notify the parents. Notification will include the following:
 6. The availability of program or curriculum modifications.
 7. The procedures to be used in requesting and approving program or curriculum modifications for the student.
 8. The student has the right to request the Board of Education to review any decision made in response to a request for program or curriculum modifications.
 9. The principal/designee shall resolve conflicts in attendance reporting. If a parent/guardian disputes a reported absence for his/her child, the principal/designee shall investigate and determine the correctness of the report. The parent/guardian will be notified within five (5) school days as to the resolution of the conflict.

Attendance Procedures

1. Attendance will be taken each period in the high school. The absence will be recorded in the attendance office for each period.
2. Parents are asked to notify their student's school informing them of any absence as soon as possible.
3. **Parents will be notified in writing any time a student has accumulated five (5) days of excused or unexcused absences or equivalent in a semester.**
4. Parents may be asked to furnish a medical excuse for any absences beyond five (5) days (building administrators are to use their discretion).
5. A second letter regarding a student's absence is to be sent to the parents after ten (10) days of excused/unexcused accumulated absences **during the school year.** (Discretion should be used by the building administrator in cases where they are aware that the student has been under a doctor's treatment).

Student Absences and Excuses

1. According to State Statute, a student who is excused in writing by his/her parent/guardian before an absence occurs will be excused from school. **A student may be excused for part or all of a day by the parent/guardian under this provision for not more than ten (10) days in the school year.**
2. All other excused absences require that the student's parent/guardian contact the principal/designee indicating the reason for the absence in advance or on the day of the absence. The District Administrator/attendance officers are empowered to approve a legal excuse for any student for the following reasons:
 - a. Evidence that the child is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such an excuse shall be made in writing, shall state the period of time for which it is valid, not to exceed thirty (30) days.
 - b. An illness in the immediate family that requires the absence of the student because of family responsibilities. This excuse should be a rare occurrence.
 - c. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
 - d. A death in the immediate family or funerals of close relatives.
 - e. Religious holidays.
 - f. A court appearance or other legal procedure, which requires the attendance of the student.
 - g. Quarantine imposed by a public health officer.
 - h. Attendance at special events of educational value which are approved by the principal/designee.
 - i. Approved school activities during class time.
 - j. A suspension from school.
 - k. Special circumstances that show good cause, which are approved in advance by the principal/designee.
3. All students with excused absences or those who have been suspended from school will be given the opportunity to make up work missed, in accordance with the following guidelines:
 - a. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.

- b. Teachers will be asked to grant the number of days absent for make-up time. This provision applies to all work assigned during the absence(s). A teacher may extend this time based on a child's needs.
- c. Examinations missed during an excused absence will be taken at a time mutually agreed upon by the student and the teacher.
- d. Students who miss classes due to excused absences will be given the opportunity, whenever possible, to make up work missed upon their return to school.

Tardiness

A pattern of tardiness or absences of any child will be brought to the attention of the child's parent/guardian. If it appears that the child or parent is negligent, appropriate action will be taken.

Responsibilities for Attendance

Parent/Guardian Responsibility

1. A parent/guardian is responsible for their children's regular school attendance.
2. When a student is absent, his/her parent/guardian shall contact the school by **10:00 am** the day of absence. Failure to contact the school may result in the school attendance officer/designee placing a telephone call to the home or workplace of the parent/guardian.
3. A student's parent/guardian must provide a written explanation and/or phone call of absence upon the student's return to school if no prior contact has been made; or in the case of anticipated absences, prior to the student's absence. **Anticipated absences require prior approval of the principal/designee. Forms are available in the office.**
4. A parent/guardian must submit written requests, if any, for program or curriculum modifications for their child.

Student Responsibility

1. Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the principal/designee.
2. Students must check out and check in at the school office when they leave and return to school.

Teacher Responsibility

1. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
2. Teachers are required by law to take daily attendance (period by period) in their classes and report absences to the principal/office.

Legal Referral

A legal referral may be initiated if a student's poor attendance pattern continues after the attendance officer has completed the following steps:

1. Met with the student's parent/guardian to discuss the student's truancy; or attempts to meet with the student's parent/guardian have been refused.
2. Provided the student an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the truancy, and has considered curriculum modifications.
3. Evaluated the student to determine whether learning problems may be a cause of the truancy; and, if so, has taken appropriate action or made referrals.
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy; and, if so, has taken appropriate action or made appropriate referrals.

The school district may also proceed against the child pursuant to section 118.16 (6) in accordance with Section 48.24 of the Juvenile Code, which relates to children in need of protection or services. For this reason the school attendance officer will keep accurate, specific, timely and confidential records on each student with truancy problems.

Student Truancy

Philosophy

The Freedom School District seriously wants all students to attend school regularly. From this interest, it has developed a commitment to do whatever it can to help realize this goal.

It has been demonstrated time and again that achievement in school is related to regular attendance. Failure to attend school not only has an adverse effect on learning, but it also helps contribute to a feeling of alienation and non-participation. Simply stated, attending school for a child is comparable in importance to an adult reporting to his/her job. It should occupy a prominent place in his/her life.

Formal and informal communication with the home about the role of the parent or guardian in assuming responsibility for the regular attendance of their children should be carried out on a consistent basis. The combined efforts of the professional staff, students and parents/guardians are needed to promote regular attendance. Inconsistency among these groups contributes toward irregular attendance.

Strategies to promote regular attendance and reduce truancy should focus on positive methods that are most productive.

The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Truancy Plan

Definition

1. "Truancy" means any absence of part or all of one or more school days from school during which the school (attendance officer, principal, or teacher) has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance law (s.118.15)
2. "Habitual Truant" means a pupil who is absent from school **without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.**

Plans and procedures for identifying truant students, etc.

1. On a daily basis each absentee shall have a confirmed excuse from parent or guardian. Those with unexcused absences are truant.
2. On a weekly basis the attendance of students shall be reviewed to determine an excessive amount of excused or unexcused absences.
3. On a monthly basis attendance shall be reviewed to determine excessive absenteeism.
4. Excused absences shall be determined by receiving written notes or verbal communication from the parent or guardian.

The Involvement of parents and guardians in the truancy problem

1. The parents of the truant student need to be involved from the very start.
2. As the incidence of truancy continues, parental/guardian involvement is necessary to encourage the student to attend school. The school and parent/guardian should redirect their focus from consequences to behavior modifications after a period of time. Together they need to develop an action plan (contract) to help the student in school. An example of a possible contract is as follows.
3. A student contract should be agreed upon by the parent(s)/guardian(s) to include consequences that would occur at home as well as at school (loss of free time, electronics, etc).

Truancy Procedures

1. In the event of truancy, the building administrator or designee will notify the parent by phone or personal contact of which a written report is kept. A written notice is appropriate if the parent cannot be reached via the phone. The district attendance officer/designee shall also be notified of each incidence of truancy. The district attendance officer/designee will attempt to locate the truant student and return him/her to school.

2. The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include:
 - a. A statement of a parent's or guardian's responsibility to cause the child to attend school regularly.
 - b. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a children-at-risk type program.
 - c. A request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice shall include the name of the school personnel, with whom the parent/guardian should meet, and the date, time and place for the meeting. The notice shall also include a name, address and phone number of a person to contact in the event the meeting needs to be changed. The date for the meeting must be within five (5) school days after the habitual truancy notice had been sent to the student/parent/guardian; however, the date for the meeting may be extended for an additional five (5) school days. If a meeting between the school personnel and the parents/guardian is not held within ten (10) school days after the date the notice is sent, the parent or guardian may be prosecuted for failing to cause a child to attend school regularly and municipal or juvenile court proceedings relating to the child may be initiated without the meeting between the parent or guardian and school personnel.
 - d. A statement of the penalties which can be imposed on parents or guardians if they fail to cause a child to attend school regularly as required.

The District's truancy plan shall be followed when dealing with habitual truants. This Plan shall be reviewed and, if appropriate, revised every two (2) years consistent with state law requirements.

State law provides that a school may not fail a student solely because of the pupil's unexcused absences. The student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Opportunity will be provided to make-up tests and quizzes. A minimum of two days must be provided for make-up work. The classroom teacher may extend this for extenuating circumstances.

Contributing to Truancy

Any adult found to be contributing to truancy shall be subject to a court referral.

Habitual Truant

Any child found to be habitually truant shall be subject to a court referral.

Truancy

Truancy is the act of unauthorized absences for any portion of the school day.

Some Examples of Truancy:

- | | | |
|-----------------------|-------------------------------|--------------------------------------|
| 1. Absent (unexcused) | 3. Skipping a class | 5. Being Tardy to School (unexcused) |
| 2. Skipping School | 4. Tardy to Class (unexcused) | |

Truancy can lead to these and other consequences:

- Parent/Guardian Notification/Conference
- Out-of-School Suspension
- Referral to Police
- Detention
- In-School Suspension

Tardiness

Tardiness is a two-way evil. A late arrival is always a disturbance to the class, and the person who arrives late always misses out on a portion of the material covered during the absence. When tardiness becomes a habit, it seriously reduces one's chances of success. Absences and tardiness are often the chief cause of failure.

When you are tardy reporting to your first period class, you must report to the office to procure a pass which will admit you to class. Teachers are under instruction not to allow persons who are tardy to class without a pass. All tardiness to school is UNEXCUSED except those which consist of prearranged tardiness for religious instruction, holidays, or tardiness for sickness or injury that is attested to by written medical documentation.

Note: Car problems, oversleeping, missing rides, and babysitting are just some examples of tardiness to school that are **NOT** excused.

Violations: Unexcused Tardiness will result in the following set of consequences:

When a student is tardy to the first block they should be sent to the office to get a pass.

Tardy to Class: (20 minutes or less of class period)

1st offense: Warning

2nd offense: Lunch detention

3rd offense: Lunch detention

4th offense: Morning detention

5th offense: Refer to administration for possible habitual truancy

If a student has missed 20 minutes or more, they will receive a morning detention.

BACKPACKS and BAGS

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.

BATTERY

Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed. *Parent/guardian notified.*

Any Violation:

Up to five (5) days of out-of-school suspension, referral to police and appropriate agencies, and/or recommendation for expulsion.

2023-2024 High School Bell Schedule

Block 1A	8:00 - 8:44
Block 1B	8:47 - 9:31
Block 2	9:35 - 11:05
Block 3A/B	11:09 - 12:39
Lunch A	11:05 - 11:35
Block 3C/D	11:38 - 1:09
Lunch B	12:39 - 1:09
Block 4	1:13 - 2:44
Irish Hour	2:48 - 3:21

2 Hour Delay Bell Schedule

Block 1A	10:00 – 10:29
Block 1B	10:32 - 11:01
Block 2	11:04 - 12:05
Block 3A/B	12:08 - 1:09
Lunch A	12:05 - 12:35
Block 3C/D	12:38 - 1:39
Lunch B	1:09 - 1:39
Block 4	1:43 - 2:45
Irish Hour	2:49 - 3:21

Early Release Schedule

Block 1A	8:00 - 8:26
Block 1B	8:29 - 8:56
Block 2	9:00 - 9:56
Block 3	10:00 - 10:56
Block 4	11:00 - 11:56
Lunch	12:00 - 12:30 (optional)

BULLYING

Bully violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body, feelings or possessions. Bully violence will **NOT** be tolerated. Bully violence will be treated with very serious consequences that may include in-school or out-of-school suspension and/or possible recommendation for expulsion.

BUS RULES & REGULATIONS

Before Boarding the Bus

1. Please be at your designated stop 5 minutes prior to the buses scheduled arrival time to help maintain a consistent schedule and for safety reasons. Students should not have to run to catch the bus. 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. 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. While boarding when 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, keep your hands or any objects inside 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 a road emergency, unless directed to do otherwise by the driver.
13. No smoking or alcohol is allowed. Eating, chewing gum or drinking is allowed only with driver's permission. All garbage needs to be picked up. Students must 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.
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.

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.

Step 2 Punishment or Assigned Seat - If talking with the student proves ineffective, the student may be assigned to a specific seat for a period of time, and/or asked to write a punishment.

Step 3 Written Up - If step 1 and 2 has been tried and are not successful, and the problem continues, the child will be reported to the principal with a SCHOOL BUS INCIDENT REPORT TO PARENTS.

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

The bus report is written by the driver; turned in to the Principal who then disciplines the student and sends a copy of the report to the parents. This process could take two to five days.

***For serious infractions, steps 1, 2, and 3 can be eliminated and the Principal will decide on suspension.**

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

The School Bus

1. Such suspensions will be determined by the respective school officials.
2. Insubordination: Direct refusal to follow the instructions of the bus driver or others in charge.
3. Smoking, drugs, and/or alcohol: Any act leading to or participating in these activities.
4. Fighting: Any act leading to aggression, harm, or physical assault.
5. Profane language: The use of profane, immoral language, or threatening others and abusive behavior will not be tolerated.
6. Destruction of items on the bus: Any act related to the marring, cutting, tearing, or general destruction of bus facilities.
7. Repeat offenders: Students who have been referred for minor infractions of bus safety, not less than one or more than three times inclusively.

The following suspension guidelines will be followed for students who have their bus riding privileges revoked. The parents will be contacted by the principal whenever a bus suspension is involved. A phone call will be made and a written notice will be sent.

Recommended steps:	1st suspension	3 school days
	2nd suspension	7 school days
	3rd suspension	21 school days
	4th suspension	40 school days
	5th suspension	Expulsion from riding the bus for the remainder of the school year

Video cameras are located on buses for discipline purposes. Only authorized personnel from the bus company and the school district will view the films. With authorization from the principal, films may be shared with students and parents.

Extra Curricular Trips

1. All rules and regulations will apply to any trip under school sponsorship.
2. Students shall respect the rules of chaperones appointed by the school to accompany bus riders.
3. All students participating in extracurricular trips should return on the bus unless other arrangements have been made with the coach or chaperone.
4. Food or drink on the bus will only be allowed at the discretion of the drivers, teachers or chaperones.
5. Buses must return clean.

Bus Routes

1. 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 in 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 A "Cluster Stop" is a group stop at a particular student's driveway or at a nearby corner. "Cluster Stops" will be determined by Lamers with Freedom Area School District approval.
2. 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. Only transfer students are allowed to get off the bus at the high school to board their assigned bus routes. All other students must have written permission SIGNED BY THE PRINCIPAL.
2. Notification of Inclement Weather: School officials and Lamers use weather reports from the Highway Department and Sheriff's Department, 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.
3. When an occasional route change is needed for any student in the Freedom Area School District:
 - Call Lamers at 687-2671 and notify them by 2:00 pm of the change.
 - Send a signed and dated note with the student to school.
 - Note must contain address, name and phone number of the drop-off site.
 - Call School also and notify them by 2:00 pm of the change.
 - You must call school also - notes do not always get to the office.
Freedom Elementary School 788-7950
Freedom Middle School 788-7945
4. 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.
5. Students who are planning to have guests ride their routes must get permission from Lamers at 687-2671 in advance.
6. 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.
7. Parents of A.M. Preschool children must have someone visible at the drop-off site.
8. Any lost items on the bus will be kept for one week in the front of the bus. After this time, the drivers will dispose of any articles at their discretion.
9. 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.
10. Should the school bus have to turn around in your driveway, please keep it clear of vehicles, snow, and garbage cans.

CANINE UNIT (USE OF)

The School District of Freedom authorizes the use of canine units to detect the odor of controlled substances in school buildings and grounds at the discretion of the district administrator in conjunction with the school principal and /or designee.

The canine unit may lawfully be used by school authorities when there is reasonable suspicion to believe that a drug problem exists on school property, not necessarily involving any individual student. The canine's detection of a drug establishes the reasonable cause for the search; the canine unit is not the search itself.

The canine unit will be used when:

1. There is a reasonable suspicion that controlled substances may be hidden in the building, or
2. There is a reasonable suspicion that controlled substances may be hidden in vehicles parked in/on school property, or
3. There is a belief that a random preventative search will be beneficial to the ongoing drug prevention effort.

The following specific procedures apply regarding the use of the canine unit

1. The canine unit may be used without prior notification to students and/or school personnel. All school personnel will be informed of the policy concerning the use of the canine unit in the school and/or parking lot.
2. The canine unit may be called by the school principal/designee with notification of the District Administrator/designee.

3. Students will be restricted to classrooms and kept out of hallways while police dogs are in use in the building. Students will be restricted from the parking lot while the canine unit is in use.
4. In the event of a canine unit "hit", the locker, vehicle, or other area will be secured and searched further using established district procedures.
5. All school personnel will be informed of the potential use of the canine unit in the school and/or parking lot.
6. Inadvertent damage caused by canine dogs is not the responsibility of Freedom Area School District.

Guidelines pertaining to the use of the canine unit

1. The canine unit used must be certified verifying training, past experience, and accuracy in detection.
2. Drugs found in a locker shall be deemed in the possession of the student assigned to the locker.
3. Drugs found in a vehicle shall be deemed to be in the possession of the driver of the vehicle.
4. The local police will be informed that the use of the canine unit will be conducted within the Parameters of the School District of Freedom Drug and Alcohol Use by Students Policy and those school officials will bring necessary disciplinary actions against students found under the influence or in possession of contraband. Under no circumstances is the school procedure deemed to be a joint endeavor with the police or other criminal authorities.
5. Students will be notified that the School District of Freedom is the owner of the parking lot and student lockers and the canine unit may be used to determine if drugs are present in the vehicle on the school lot at any time.
6. The school district is not responsible for any damages caused by the canine unit.

Search Procedures

1. The school principal or designee will direct all requests or suggestions for the search of a student's locker or vehicle.
2. Before opening the locker or the vehicle for inspection, the principal will appoint a third party to be present for the inspection. If law enforcement personnel seek permission from school authorities to search a student or the student's property, locker, or vehicle to obtain evidence to criminal activities, the school officials shall require police to obtain a valid search warrant unless: (1) there is uncorrected consent by the person whose interests are involved, (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or, (3) a valid arrest has been made and the search is incident to the arrest.

The principal will be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker or vehicle.

Discipline Action

The principal or designee will follow the procedure from the Drug and Alcohol Use by Students Policy when disciplining the student.

CHILD ABUSE/NEGLECT/UNEXCUSED ABSENCES

If any staff member who suspects that a child is being abused and/or neglected must, by state law, report the situation to the proper authority.

CIGARETTE LIGHTERS

Because cigarette lighters have been used in malicious destruction of school property and because they present safety problems in certain situations, they are henceforth barred from school buildings.

First Violation: Lighter will be confiscated/parent notification

Further Violations: Detention/In-School Suspension and/or Out-of-School Suspension

CLASSROOM CODE OF CONDUCT

Philosophy/Scope

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School Board, administration and classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition,

the student may be subject to disciplinary action in accordance with established School Board policies, school rules, and administrative practices.

This code of classroom conduct applies to all students.

Student Removal From Class

A teacher may remove a student from class for the following reasons:

1. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:
 - a. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - b. Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
 - c. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
 - d. Fighting, taunting, baiting, inciting, and/or encouraging a fight or disruption.
 - e. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - f. Pushing or striking a student or staff member.
 - g. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
 - h. 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.
 - i. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates a classroom disorder.
 - j. Restricting another person's freedom to properly utilize classroom facilities or equipment.
 - k. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
 - l. Throwing objects in the classroom.
 - m. Repeated disruption or violation of classroom rules.
 - n. Behavior that causes the teacher or other students fear of physical or psychological harm.
 - o. Physical confrontations or verbal/physical threats.

2. Other behavior as outlined below:
 - a. Willful damage to school property.
 - b. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
 - c. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
 - d. Repeated use of profanity, racial, sexual, ethnic, gender or religious slurs.
 - e. Other unlawful acts including, but not limited to theft.
 - f. Inappropriate public display of intimate affection.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or his/her designee and inform him/her of the reason(s) for the student's removal from class. A written explanation of the reason(s) shall be given to the principal or designee within 24 hours of the student's removal from class prior to the next meeting of the class.

The principal or designee shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. Further investigation by the principal may be necessary. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of the student shall be notified of the student's removal from class as outlined below.

Placement Procedures

1. The building principal or his/her designee shall place a 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 School Board. State law defines this as an instructional program approved by the School Board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
 - b. Another class in the school or another appropriate place in the school.
 - c. Another instructional setting.
 - d. The class from which the student was removed, if after weighing the interests of the removed student, the other students in the class and the teacher, the principal or his/her designee determines that readmission to the class is the best or only alternative.
2. When making placement decisions, the building principal or his/her designee shall consider the following factors:
 - a. The reason the student was removed from the class.
 - b. Severity of the offense.
 - c. The type of placement options available for students in that particular school and limitations on such placements such as costs, space availability, and/or location.
 - d. The estimated length of time and placement.
 - e. The student's individual needs and interests.
 - f. Whether the student has been removed from a teacher's class before (repeat offender).
 - g. The relationship of the placement to any disciplinary action (e.g., if the student's suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?), and so on.

The principal or his/her designee may consult with other appropriate school personnel as is deemed necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined to be in the best interests of the persons involved or required by law.

1. All placement decisions shall be made consistent with established School Board policies and in accordance with state and federal laws and regulations.
2. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

Parent/Guardian Notification Procedures

1. The building principal or his/her designee shall notify the parent/guardian of a student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
2. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
3. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

CLOSED CAMPUS

Freedom High School operates under the structure of a closed campus. This means once students are on school property, students are not to leave the school building or school grounds for any part of the school day without the permission of the principal.

Permission to leave the building will not be granted unless a faculty member or parent/guardian has made the request. If requested by a parent/guardian, a note requesting this must be submitted to the office in advance of the time the student leaves campus. Even when such permission has been granted, the student must "sign out" in the office prior to leaving the school and must "sign in" when returning.

CLOSING OF SCHOOL

School may be canceled during periods of inclement weather. Notification of these cancellations will be made with the **CONNECT 5 message delivery system** and local radio and television stations.

FREEDOM AREA SCHOOL DISTRICT GRADES 9-12 CO-CURRICULAR CODE

Philosophy

Co-Curricular activities are an integral and valuable part of a student's high school experience, and Freedom High School is committed to sponsoring a wide variety of such activities. Freedom High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult lives. All organized activities in life – be they work, play, or school related – place expectations upon participants. This code details those expectations as they pertain to all co-curricular participation at Freedom High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in this co-curricular code.

Students Covered by the Co-Curricular Code

For the purpose of disciplinary procedures, this code is divided into two Groups (1 & 2) of sports/activities in which students may be involved. Because of the two Groups' differences (i.e. competitions vs. service, number of contests, clearly defined seasons, etc.), the penalties for violation of school district policies and rules vary depending on whether the student is in a Group 1 or 2 activity.

<u>Group 1 Activities:</u>	Refers to all WIAA Sports
Baseball	Hockey (co-op boys and girls)
Basketball (boys and girls)	Lacrosse (co-op girls)
Cheer	Soccer (boys and girls)
Cross county (boys and girls)	Softball
Dance	Track and Field (boys and girls)
Football	Volleyball
Golf (boys and girls)	Wrestling

<u>Group 2 Activities*:</u>	Refers to all Co-Curricular Activities not mentioned in Group 1
Academic Decathlon	Freedom Auto Club
Archery Club	Math League
Art Club	Medical Mentoring
Bowling Club	National Honor Society
Bio Club	Peer Educators
Chess Club	Robotics
Creative Writing Club	Student Council
eSports	Spanish Club
FFA	Yearbook
Fishing Club	
Forensics	

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

Note: A student with a code violation is ineligible for 1) the next dance court that they can represent their class within one calendar year of the violation and Athlete of the Year.

Eligibility Student-athletes must meet all W.I.A.A. requirements for eligibility

1. WIAA Physical or Alternate Year Card is required for students participating in interscholastic athletics, cheerleading, and dance.
2. Concussion Form, Insurance Verification, Co-Curricular Code, Assumption of Risk, Emergency Medical Form, all must be signed as well as payment of all extra-curricular fees before an athlete can attend practice.
3. The Co-Curricular Code is in force all year round (WIAA Rule)
4. Co-Curricular Code conduct violations are cumulative over the student-athlete's high school career.
5. Students and parent(s)/guardian(s) must attend a school-sponsored WIAA parent-athlete co-curricular code explanation. Students and parent (s)/guardian (s) must attend a mandatory pre-season meeting for each sport they participate in, which will cover sport-specific rules and expectations.
6. Student athletes will display behavior/conduct consistent with the ideals, principles, and standards of the activity and FHS.

Attendance

1. Unless there are extenuating circumstances, as determined by the athletic director or principal, a student is required to attend classes on time, the day after an athletic activity/contest/event.
2. In the case of an illness, a student must be present for their first class/study hall after lunch, to participate in practice or a scheduled contest/event on that day unless approved by an administrator.
3. If a student is suspended out of school or in school for any reason, the student will not be able to participate in any practices, performances, and competitions that occur during this time.
4. All Group 1 participants are expected to attend all practices and games/meets unless excused by the coach of the sport involved or by administrative excuse; failure to comply will result in discipline and/or suspension. Students may be dropped from team membership for not being in good standing with the team and/or failing to attend school and go to practices, classes, and study halls.
5. Students may also be withheld from competition/participation for insubordination or disrespect to any school employee, coach, opponent, or official or not meeting the requirements of individual coaches/advisors.
6. If a student is suspended for a **code** violation (not academic) for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of that student for the remainder of the total tournament series in that sport. (WIAA Rule – The WIAA tournament series is considered one contest).
7. The administration has the right to address violations not covered by this code, including misdemeanors, felonies, and violations of statutory law, and assess penalties accordingly.
8. A student who transfers from any school with a status of ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school. (WIAA Rule)

Participation Limitations, Leaving the Team, and Lettering

1. Student-athletes may participate in more than one school-sponsored Group 1 activity during any given season, only after the approval of the advisor/coach, parents, and athletic director. A written plan, specifically designating which practices and games/meets/contests the individual athlete will attend will be established before approval will be given.
2. Individuals who voluntarily sever their team affiliation and/or quit during the season and later have a change of heart may be reinstated to team status at the coach's discretion.
3. Letter winners must meet sport requirements and must complete the sports season in good standing with the team/squad and coaching staff to qualify for a letter. Students who had code violations during a season are not eligible for any special end of season awards – MVP, Most Improved, All-Conference, All-State, etc.- for the season in which a code violation has occurred.

Transportation Regulations

Groups 1 and 2 members must use the mode of transportation provided by the schools. A participant who travels to an activity with a school group must return with his or her group unless parents request to take the student-athlete home in their private vehicle with coach/advisor approval. Said request must be in writing in advance of the event, or in person

the day of the event. Only the legal parent or guardian will be given this prerogative. If an athlete cannot ride with the team to the activity the coach/advisor and AD must give approval prior to the event.

Hazing

Hazing in athletics or activities is prohibited. Hazing is defined as doing any act to intimidate or make another, including the victim, to do any act of initiation toward any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No student shall plan, encourage, or engage in physical harm to any person. No student shall plan, encourage, or engage in any form of hazing in practices, competitions, or performances. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. The student faces penalties regarding participation from athletics and other activities for violation of this policy.

Specific Team Rules

Coaches or advisors of individual activities may establish more specific rules for their programs with the approval of the administration. Any specific training rules and other regulations set up by individual coaches should be written, on file with the Athletic Director, and available to all members of the team or squad. Items, which may be covered, include conduct, actions, appearance, practice attendance, etc.

1. WIAA, Conference, and school rules will apply
2. Rules may not supersede National, State, WIAA, Conference, or School Rules
3. A copy of specific rules must be provided to and approved by the administration prior to the start of the activity season
4. Notification- Copies of specific rules will be provided and explained to all participants during the pre-season meeting that is required for all sports.

Athletic Injuries and Care

1. All injuries must be reported to the supervising trainer and their coach immediately. The coach or trainer, if available, will file the appropriate accident report within 48 hours of the injury.
2. In case of emergency, students will be sent to the nearest hospital, unless parents/guardians indicate that the student should be sent elsewhere.
3. The trainer, varsity coach, and athletic director should be informed prior to participation of an athlete who has any special medical problems (diabetes, epilepsy, etc.).
4. To assure that sufficient recovery or healing has occurred and the athlete is physically able to return to competition, he/she must have a certificate signed by a doctor stating and indicating the date of return. This is a WIAA Rule designed to provide some assurances to the parent, coach, and school that the athlete has recovered from the injury. The certificate is to be given to the Athletic Director for their files and the Athletic Director will pass it on to both the coach and trainer.

Wisconsin Statute

In accordance with state statutes, legal authorities will share law violations with the school as follows:

Wisconsin Statute S.938.396 (1m) permits law enforcement agencies to provide school districts any information in their records relating to use, possession, or distribution of alcohol, controlled substances, or controlled substance analogs by students enrolled in the school district.

In addition, law enforcement agencies are permitted to provide school districts any information in their records relating to the illegal possession of a dangerous weapon by a juvenile, the commission of certain serious acts by a juvenile, and any information in their records relating to acts for which a juvenile was adjudicated delinquent.

Expulsion renders the student ineligible to participate in any co-curricular activity during the term of the expulsion and upon return from expulsion unless otherwise agreed to in writing by the student, parents and district administrator at the time of the student's return. Convicted felons are ineligible for any co-curricular participation until the district administrator has a hearing to determine eligibility status. The grouping described as "convicted felons" is considered to include juveniles convicted of an offense that if committed by an adult would be a felony.

Academic Eligibility

1. In accordance with WIAA regulations, a student-athlete must be a full-time student enrolled in Freedom High School and have received no more than one failing grade (including incompletes) in the most recent grade-reporting period.
2. Students who have a cumulative G.P.A. of 1.75 or below or earn 2 or more F's in any grading period, including incompletes (see number 4) will be declared academically ineligible.
3. A student who becomes academically ineligible may regain eligibility on the 16th school day by meeting the academic standard (passing all classes) following a period of 15 scheduled school days and nights of ineligibility. A student who has incompletes will become eligible immediately when they have made up all work and are passing all classes.
4. The first term, second term, third term, and fourth term, grades will be used to determine academic eligibility.
5. Students' fourth term grades will be used to determine eligibility for the first term of the following school year. The ineligibility will be adjusted as follows for students in fall sports in which the date of earliest allowed competition is before the first day students are in class.
6. Fall Sports – The minimum ineligibility period shall be the lesser of 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). A student may erase ineligibility status related to the last grading period through summer school courses in which core courses are taken.
7. While under academic suspension, students are expected to participate in all practice sessions and attend all contests/events as long as there is no missed school time.. At the end of the academic suspension, the student must provide written proof from the teachers to the Athletic Director that he or she is passing ALL classes. The Athletic Director will give the student a form that all teachers have to sign to determine the student's eligibility. The student is responsible for picking up the paper from the athletic office and returning it with all required signatures. If after the first fifteen (15) day period a student is not passing ALL classes at the end of suspension, and is still receiving failing grade(s), their grades will be checked again after the next five (5) school days. Grades may be checked up to three (3) times following the initial fifteen day period: if a student is not passing after the third grade check they will be ineligible for the remainder of the grading period. An ineligible student cannot participate in any program's contests during the period of ineligibility (students may practice at the discretion of the coach and athletic director). If the student regains eligibility, the Athletic Director will give the athlete a piece of paper to hand to their coach to reinstate them to the team. Grade check's after eligibility has been established will stop until the next grading period.
8. High school students who transfer to Freedom High School will have their last grades at their old school, be they term, quarter or semester, used in determining eligibility status.
9. A student who is enrolled in any state-approved EEN program and receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
10. When enforcing consequences, use the number of contests that are game/meet maximums for the sport are used. If the number results in a fraction, consequences will be rounded up.
11. Participants must be in good standing with the team until the season's end in order to complete any suspension. If an athlete quits a sport while under suspension, the full suspension will still be in effect.
12. Multiple suspensions and or academic ineligibility must be served consecutively and may not be served concurrently (i.e.: an athlete must be academically eligible first in order to then serve any code violation suspension)
13. Suspensions will be figured and must be served at the highest level a student-athlete will participate in (V, JV1, JV2) during the course of a season.

Alcohol, Controlled Substance, and Tobacco Violations

Principles and Philosophies

1. This policy is designed to help students and parents cope with drug, alcohol, and tobacco use. Accordingly, the policies established by the Freedom School District are based upon the following beliefs:
2. There is no such thing as responsible use of controlled substances/mood altering chemicals, alcohol, or tobacco by any high school student. Adolescent use is against the law, it jeopardizes the student's health and safety; and it inhibits attainment of individual potential and goals. Therefore, any use of controlled substances/mood altering drugs, alcohol, or tobacco by student-athletes/participants will not be tolerated.
3. Student-athletes/participants are in a highly visible setting of leadership and/or competition/performance. Therefore, these student-athletes/participants will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Freedom High School.
4. We believe that the parent(s)/guardian(s) have a right to be informed. Therefore, the parent(s)/guardian(s) will be contacted regarding findings by school staff.
5. We believe the purpose of the drug, alcohol and tobacco policies are to encourage/reward a student for agreeing to follow assistance recommendations and confront a violation honestly.
6. The suspended individual will be required to practice and attend games/matches and may sit with the team for all contests during the suspension.
7. The use or possession of alcohol, tobacco, and other drugs or controlled substances by any student who participates in co-curricular activities will not be allowed. Alcohol, tobacco, other drugs and/or criminal violation penalties shall be cumulative for each violation committed during the participant's high school career. While under suspension, the student must be at all practice sessions and home contests. If a participant misses a required practice, it may result in additional penalties determined by the coach.
8. Students do not need to be criminally charged or criminally convicted to be found in violation of the activities code.
9. A student will be provided relief from a code of conduct violation if they are a victim or witness to a sexual assault and report the crime by calling 9-1-1, request emergency assistance, cooperate with law enforcement either at the scene or at a medical facility, and meet the state amnesty law requirements.

Mere Presence Policy

Presence in bars or attendance at parties where drinking of alcoholic beverages or use of alcoholic beverages or use of illegal drugs is occurring is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating place or presence in such places with parents. This rule is not meant to prevent being employed in such places. Presence in places such as golf courses or bowling alleys where alcoholic beverages are served is not prohibited.

Students should avoid situations where their guilt or innocence is questioned. Students are not prohibited from attending weddings, reunions, anniversaries or other ceremonial functions where alcohol is served, but they may not consume alcohol or be in possession of alcoholic beverages even though they have parental permission. Parental permission does not override the provisions of this code.

If a student is in attendance at a party or gathering where alcohol or other drugs are present, outside of the exceptions noted above, as evidenced by: 1) the student's own admission, 2) a police report, 3) a signed statement from a responsible adult witness (i.e. parent, teacher, coach, etc.) or 4) visual evidence such as photographs (**exception: If the student is holding an alcohol or tobacco/vape or look-a-like product in the picture a 25% penalty will apply**), and it is determined that the student has not consumed any of the substances listed as banned throughout this document, the initial penalty will be a one (1) game suspension for Group 1 and ten (10) hours of school or community service for Group 2. As a second offense, the penalty would be loss of 25% of contests for Group 1 Activities and 20 hours of community service for Group 2 Activities. All school or community service requirements must be served prior to any Group 1 competition or Group 2 involvement taking place.

Hosting a Party

A student who has a gathering at his/her home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level she/he would normally receive. Example: If a student hosts a party and it is the student's first violation, since the party was at her/his home/property,

the student would be given a violation as her/his second offense. Note: A student who hosts a party may not use the honesty penalty reduction.

Reporting Conduct Violations

All reports of violations must be submitted in writing and signed by the person making the report. The investigator of the allegations must also be able to contact the individual who reported the violation.

First Violation

Participants who use and/or possess, distribute, or purchase alcohol, tobacco products, drugs, and/or all illegal substances and/or legal substances such as inhalants that produce a drug-like effect, including look-alike drugs, will be suspended from participating in 25% of the total number of scheduled events with carryovers into other seasons. The student-athlete will also be required to meet with the guidance department. The guidance department will meet with the student and do a screening to determine whether a formal AODA assessment will be needed, and if it is needed, it would be at the family's own expense.. The student-athlete must provide proof of meeting with guidance to the Athletic Director before regaining eligibility.

The suspended individual will be required to practice and attend games/matches and may sit with the team for all team contests during the suspension.

Second Violation

Participants who use and/or possess or purchase alcohol, tobacco products, drugs, and/or all illegal substances and/or legal substances such as inhalants that produce a drug-like effect, will be suspended from participating in 50% of the total number of scheduled events with carryovers into other seasons. The student-athlete will also be required to meet with the guidance department. The guidance department will go over options with the student to enroll in an AODA assessment and follow up program at his/her own expense. The student-athlete must provide proof of enrollment to the Athletic Director before regaining eligibility. Once the assessment is completed the students must provide proof of completion to the Athletic Director. The suspended individual will be required to practice and attend games/matches/activities and may sit with the team for all home contests during this suspension.

Third Violation

A third violation will result in suspension in participation from all Group 1 Activities for one (1) calendar year. The student will be referred to the building administrators and district administrator to determine what type of support services need to be provided to the student.

Subsequent Violations

Students will be referred to the building principal to determine future opportunities to participate.

Self-Referral Policy/Honesty Penalty Reduction

Students who self-report an alcohol, tobacco, or drug related concern that involves the Co-Curricular Code to the activities director, administrator, coach, or guidance counselor and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from all Group 1 activities and/or 10 hours of school service for Group 2 activities. A student will receive this penalty reduction only once during their high school career.

Other Serious Violations and/or Conduct Unbecoming of a Student-Athlete (including, but not limited to the following)

1. Organizing, hosting, or having gatherings where drinking alcohol or use of controlled substances takes place, selling, providing, or distributing alcohol or controlled substances including the misuse of prescription or over the counter drugs
2. Possession of a dangerous or concealed weapon

3. Theft
4. Vandalism
5. Threatening a staff member
6. Battery or sexual assault
7. Actions that require intervention by the police
8. Being charged with or committing a felony
9. Inappropriate cyber images and/or behavior associated with technology
10. Bullying/hazing/harassment of any kind (cyber/social networks etc.)

Any student-athlete who commits any of these violations may be suspended immediately and may be suspended up to one calendar year pending a review by the Board of Appeals. The seriousness of the offense will determine the penalty. These violations are cumulative with other code violations.

Alcohol and Other Drug Violation Guidelines

1. The Co-curricular code is in force all year round for everyone beginning August 1st of your freshman year. Violations between seasons will be applied to the next contest/activity.
2. If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.
3. For violations that occur during the summer months, the appropriate penalty would begin for all fall activities on the first day of practice. If the student does not participate in a fall activity the appropriate penalty would begin the first day of practice in the next season the individual participates in.
4. When enforcing consequences, the total number of game/meet maximums will be used. If there is a fraction, consequences will be rounded up.
5. Suspensions will be figured and must be served at the highest level (Varsity, JV1 or JV2) a student-athlete will participate during the course of a season.
6. Participants must be in good standing with the team until the season's end in order to complete any suspension. If an athlete quits a sport while under suspension, the full suspension will still be in effect.
7. Students do not need to be criminally charged or criminally convicted to be found in violation of the activities code.

Group 2

Enforcement and Penalties for Group 2 Violations

When a violation occurs, the advisor has the responsibility to enforce the rules and regulations as stated in this code of conduct. The minimum penalty for any violation will be 10 hours of community service. and the maximum penalty will be suspension from all activities for one calendar year. The administration and the advisor will determine the penalty and length of suspension.

Procedures and Appeals

A Board of Appeals will be formed to consider infractions of rules that are not resolved between the coach/athletic director/advisor. During the appeal procedure, the participant will be under suspension for his/her violation until a ruling can be made by the District Administrator.

The Board of Appeals will consist of the following: principal and three coaches/advisors.

The coaches/advisors shall be assigned to the "review hearing" from a prepared roster. The roster shall be alphabetically developed and have at least one male and one female on the committee. The coach/advisor who is currently, or next (if between seasons) to coach/advise the student athlete is exempt from the hearing. The coaches/advisors shall be selected on a next in line situation. If a person is bypassed because his/her position is needed to be gender neutral or because he/she is the coach/advisor (in season) of the student concerned, he/she then will be first on the next review board.

If the roster should be used totally in one year, then the rotation starts over. New coaches/advisors to the system shall take their place in alphabetical order and shall start whenever their turn comes up.

The hearing shall be chaired by the principal. The athletic director shall be responsible for the summary and coordinate the date of the meeting, place, and alert the coaches/advisors who are to serve.

If there is a minority opinion in disagreement with the majority decision, they will be asked to write and sign their minority opinion. If no such opinion is expressed or written, it is assumed there is then a unanimous decision.

During the hearing, the student may be represented by parents/guardians/counsel. It shall be general practice that where there is more than one student involved in the same situation, the students shall be heard on a separate basis and the order or procedure shall be determined by the principal.

A telephone call by the athletic director will be made to the home concerning the results and decision of the Board of Appeals. A copy of the results of the hearing will be mailed to the parents/guardian, the student concerned, and students coach/advisor.

Cases that are not resolved by the Board of Appeals can be appealed to the District Administrator. An appeal to the District Administrator shall be requested in writing within five school days after receipt of the review board's decision. The board of education will schedule a board of education hearing within ten school days from receipt of the Board of Appeals decision. The District Administrator will notify, in a timely manner, all participants involved in the appeal hearing.

The District Administrator shall furnish such material as has been used to this point as well as any such new material raised at the time of consideration. The material shall be furnished in a timely manner as to allow reasonable consideration and understanding of the issue.

The results of the District Administrator hearing shall be communicated to the parent/guardian/student and coach/advisor in writing within five school days of the hearing.

Cases that are not resolved by the District Administrator can be appealed to the Board of Education. An appeal to the Board of Education shall be requested in writing within five school days after receipt of the District Administrator's decision. The Board of Education will schedule a hearing within ten school days from the receipt of the appeal request. The Board of Education will notify, in a timely manner, all participants involved in the appeal hearing.

The Board shall furnish such material as has been used to this point, as well as any such new material raised at the time of consideration. The material shall be furnished in a timely manner as to allow reasonable consideration and understanding of the issue.

The results of the Board hearing shall be communicated to the parent/guardian/student and coach/advisor in writing within five school days of the hearing.

During this appeal procedure, the participant will be under suspension for his/her violation until a ruling can be made by the Board of Education.

Decisions relating to the WIAA rules may be appealed to the WIAA Board of Control.

- ❑ **The Athletic Director will be responsible for revising this handbook. Changes will be based in part on recommendations from the administration, athletic department, students, and community members and are subject to approval by the board of education.**
- ❑ **Revised May, 2017**

COMMUNICABLE DISEASE POLICY

Communicable disease control procedures shall be maintained in cooperation with the local health department. The local health department shall be notified at once in the event that a communicable disease is present in the school district. Students who are suspected of having a communicable disease may be sent home. If this action occurs, the parents of such students will be notified immediately of the action and the reasons for the action.

CONCUSSION INFORMATION

What is a concussion? A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

What are the signs and symptoms of concussion? Unlike a broken arm, you can't see concussion. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you are feeling, if symptoms are getting worse, or if you just "don't feel right." If you think you or a teammate may have a concussion, it is important to tell someone.

Common symptoms of a concussion:

Tell someone if you see a teammate or anyone with any of these symptoms: Appears dazed or stunned, forgets sports plays, is confused about assignment or position, moves clumsily, answers questions slowly, repeats questions, can't recall events prior to the hit, bump or fall, can't recall events after the hit, bump or fall, loses consciousness (even briefly), shows behavior or personality changes.

Tell someone if you feel any of the following:

- Thinking/Remembering: Difficulty thinking clearly, difficulty concentrating or remembering, feeling more slowed down, feeling sluggish, hazy, foggy, or groggy.
- Physical: Headache or "pressure" in the head, nausea or vomiting, balance problems or dizziness, fatigue or feeling tired, blurry or double vision, sensitivity to light or noise, numbness or tingling, does not "feel right"
- Emotional: Irritable, sad, more emotional than usual, nervous.
- Sleep: Drowsy; sleeps less than usual, sleeps more than usual, has trouble falling asleep.

What should you do if you think you have a concussion?

Tell your coaches and parents right away. Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion.

Get evaluated by a healthcare provider. A healthcare provider experienced in evaluating for concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury you may not participate again until evaluated by a healthcare provider and you receive written clearance to return to activity. You must provide this written clearance to your coach.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from a health care provider to return to practice and play.

Why should you tell someone about your symptoms?

Your chances of sustaining a life altering injury are greatly increased if you aren't fully recovered from a concussion or head injury.

Practicing/playing with concussion symptoms can prolong your recovery.

Practicing/playing with a concussion can increase your chances of getting another concussion.

Telling someone could save your life or the life of a teammate!

What should I do if my child or teen has a concussion?

Seek medical attention right away. A healthcare provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child has been removed from any activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider.

Help them take time to get better. If your child or teen has a concussion, his or her brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms. Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities.

Together with your child learn more about concussions. Talk about the potential long-term effects of concussions and the problems caused by returning too soon to daily activities too quickly especially physical activity and learning/concentration.

How can I help my child return to school safely after a concussion?

Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion, and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after the concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to: take rest breaks as needed, spend fewer hours at school, be given more time to take tests or complete assignments, receive help with schoolwork, and/or reduce time spent reading, writing, or on the computer.

CRISIS MANAGEMENT PLAN

The School District of Freedom has an established crisis response process in the event of a student or faculty death, student or faculty life threatening injury, as well as other crisis emergencies such as intruders or severe weather. The Crisis Response Process is activated and coordinated by the school district Superintendent. In these situations, school staff should contact the building principals with firsthand knowledge of these issues.

DANCE POLICIES

Dances are meant for students in regular attendance at Freedom High School.

1. Students from other schools wanted to attend a dance at Freedom High School. Must be attending with a student from Freedom High School and have dance approval form prior to the date of the dance
2. Graduated students may attend pending administrative approval
3. Guests must be at least a 9th grader and no older than 20 years old.
4. After you arrive at the dance, you are not allowed to leave and come back again. No in/out privileges.
5. Smoking, drinking, possession or having consumed drugs or alcohol is not permitted. Anyone suspected of drinking before or during a dance will be tested using a breathalyzer.

DISCRIMINATORY ACTS

Any act, verbal or in writing, directed toward a person on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability that promotes negative stereotyping, degrades, or flagrantly demeans any individual. Parent/guardian notified.

First Violation:

Up to five (5) days in-school suspension.

Second Violation and/or Subsequent Violations:

Up to five (5) days out-of-school suspension and/or recommendation for expulsion.

DISORDERLY CONDUCT

Engaging in violent, abusive, indecent, profane, spitting, boisterous, unreasonably out of control, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

First Violation:

Parent/Guardian and local law enforcement officer notified, one (1) hour of detention, up to five (5) days in-school or out-of-school suspension, and/or possible recommendation for expulsion.

Second Violation:

Parent/Guardian and local law enforcement officer notified, two (2) hours of detention, up to five (5) days in-school or out-of-school suspension, and/or possible recommendation for expulsion.

Repeated Violations:

Possible recommendation for expulsion.

DISRESPECT

To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body. Parent/guardian notified.

First Violation:

Detention and/or up to five (5) days in-school suspension.

Second Violation:

Detention and/or up to five (5) days out-of-school suspension.

Repeated Violations:

Possible recommendation for expulsion.

DOCTOR OR DENTAL APPOINTMENTS

In order for a student to gain permission to keep a doctor or dentist appointment during school hours, the student's parents must have made prior arrangements by calling the attendance secretary. The attendance secretary will then issue a pass allowing the student to leave the building. Upon return from the appointment the student should give the attendance secretary a return to school slip from the doctor or dentist seen. Please keep in mind that there are numerous in-service and early release days during the school year in which these appointments may be arranged (Please refer to the school calendar).

DRESS CODE STANDARDS/PERSONAL ITEMS

State statute mandates that student's apparel be appropriate, decent and not offensive. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Freedom High School students are prohibited from wearing clothing or attire that, in the opinion of school authorities, is contrary to limits imposed related to health, safety, cleanliness, distractions, indecency, or offensiveness as defined by the Wisconsin Statutes 120.13(1). Student dress or attire must conform to the following minimum standards:

1. Headgear, heavy coats and gloves must be removed at the student's locker. All such items may not be worn in the building during school hours.
2. Students must wear shoes/appropriate footwear.
3. No garment may advertise or promote alcohol, tobacco products, or other drugs by name or logo. No messages or symbols that include profanity, weapons, violent or sexual language/actions or considered to be offensive are allowed.
4. No attire with a gang related purpose is allowed. Chain links and spiked collars are not allowed.
5. Underwear exposed or worn outerwear is unacceptable.
6. Hoods must be DOWN at all times.

Students who do not comply will be subject to the following consequences:

First offense – The Student will be given the chance to change clothes or turn shirts inside out, etc. A parent contact will be made.

Repeat offenses – May result in out-of-school suspension and further consequences.

DRUG FREE SCHOOL ZONE

Is defined as anyone distributing or possessing with intent to deliver drugs within 1,000 feet of a school building or a school bus. Under Wisconsin State Law, the penalty for violating the Drug Free Zone Law, if convicted, the maximum term of prescribed imprisonment for the crime may be increased by five years, with at least one to three years.

ELECTRONIC-COMMUNICATION DEVICES & EQUIPMENT

Electronic communication devices (including cell phones) are not to be used during instructional time. Keep your electronic communication devices powered off during class time. Your electronic communication devices may be checked in the hall, between class times and at lunch. Your individual teacher will determine what constitutes instructional time. We understand that your electronic communication devices have become the major means of communication in the lives of Americans. However, just like when adults are at work, the students will need to control their personal use of your electronic communication devices and use them at appropriate times.

Penalties for violating the electronic use policy

1st offense: Pick up your electronic communication devices at the end of the school day.

2nd offense: Parents are required to pick up the electronic communication device. Parents can determine when they want to arrive and collect the phone. We will keep it safe for as long as you would like.

3rd offense: Meeting with parents and picking up your electronic communication device to determine appropriate course of action.

4th offense and more: one day of out-of-school suspension.

Refusal To Turn Over a your Electronic Communication Device to a Staff Member after a Violation:

Refusal to turn over your electronic communication device will result in the student being sent to the office with a referral.

1. The use of cellular phones that have photo capabilities (i.e.: camera phones) are **strictly prohibited**. Use of such devices in areas where a reasonable expectation of privacy is warranted (i.e.: restrooms, locker rooms, etc.) may lead to disciplinary action up to and including recommendation for **expulsion**. (Please see the Locker Room Policy in this handbook)
2. Any use (i.e.: talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is **strictly prohibited** and is considered a violation of the Academic Integrity Policy.

EMPLOYEE ENDANGERMENT

Wisconsin law provides that a pupil may be suspended or expelled from school for conduct which endangers the property, health or safety of employee or school board member of the school district in which the student is enrolled.

EXPULSION OF STUDENTS

The School Board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student 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, or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a student while not at school or while not under the supervision of a school authority engaged in conduct which 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, and is satisfied that the interest of the school demands the student's expulsion.

The School Board may expel from school a student who is at least 16 years old if the School Board finds that the student 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.

The School Board shall commence expulsion proceedings and expel a student from school for not less than one year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921 (a) (3).

Annually, the school board shall report to the Department of Public Instruction (DPI), the information specified under 20 USC 8921 (d) (1) and (2).

Prior to expelling a student, the school board shall hold a hearing. Written notice of the hearing shall be sent to the student and, if the student is a minor, to the student's parent or guardian within 5 days. The notice will specify the particulars of the alleged refusal, neglect, or conduct. The notice will state the time and place of the hearing and state that the hearing may result in the student's expulsion. Upon request of the student and, if the student is a minor, the student's parent or guardian, the hearing shall be closed. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel. The School Board shall keep written minutes of the hearing. Upon the ordering by the School Board of the expulsion of a student, the school district clerk shall mail a copy of the order to the student, and if the student is a minor, to the student's parent or guardian. The expelled student or, if the student is a minor, the student's parent or guardian may appeal the expulsion to the DPI. If the School Board's decision is appealed to the DPI within 60 days after the date on which the DPI receives the appeal, the DPI shall review the decision and shall, upon review, approve, reverse, or modify the decision. The decision of the school board shall be enforced while the DPI reviews the decision. An appeal from the decision of the DPI may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

No student enrolled in the school district may be suspended or expelled from school for truancy.

FALSE REPORTS

False reporting is the act of falsely reporting incidents, making false accusations or giving false information to school personnel that would affect the welfare of others. The parent/guardian will be notified.

First Violation:

Up to five (5) days in-school suspension.

Second Violation:

Up to five (5) days out-of-school suspension.

Family Educational Rights and Privacy ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If you believe your FERPA rights were violated contact:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

FIGHTING

The act of fighting is aggressive, hostile bodily contact with others. The parent/guardian will be notified.

First Violation:

Up to five (5) days in-school and/or out-of school suspension and/or Local Law Enforcement Officer referral.

Second Violation:

Up to five (5) days out-of-school suspension and/or Local Law Enforcement Officer referral.

Repeated Violations: Possible recommendation for expulsion.

GANG ACTIVITY

Gang activity in the Freedom School District schools or on school property is prohibited. The Freedom School District defines a gang as an organized association, either formal or informal, of two or more persons with common signs, symbols, and other identifying factors, who individually or collectively engage in criminal activity. A student who participates in gang activity on school grounds or at school activities may be subjected to a police referral, suspension, and/or possible recommendation for expulsion.

GRADE POINT EQUIVALENCY AND GRADING SCALE

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

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

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

FHS 2024 GRADUATION REQUIREMENTS

Subject Area	Credits
<i>ENGLISH</i>	
1 credit of English 9	
1 credit of English 10	
1 credit of English 11 or CAPP English 101	
1 credit of English 12 or CAPP English 101 or CAPP English 214	4
<i>MATHEMATICS</i>	
1 credit of Algebra	
1 credit of Geometry	
1 credit of Advanced Algebra or Algebra 2	3
<i>SCIENCE</i>	
1 credit of Physical Science	
1 credit of Biology	
1 credit of elective science	3
<i>SOCIAL STUDIES</i>	
.5 credit of World Geography	
.5 credit of Civics	
1 credit of US History or 1.5 credits AP US History	
.5 credit of 20 th Century America (unless AP US History is completed)	
.5 credit of elective Social Studies	3
<i>PHYSICAL EDUCATION/HEALTH</i>	
.5 credit of Physical Education 9	
1 credit of elective Physical Education	1.5 PE
.5 credit of Health	0.5 Health
<i>OTHER REQUIRED COURSES</i>	
.5 credit of Financial Planning or Agribusiness & Personal Finance	0.5
12.5 credits of electives	12.5
<hr/>	
TOTAL CREDITS NEEDED TO GRADUATE	28

SEMESTER LOAD REQUIREMENTS:

All students are advised to be enrolled in a minimum of eight (8) credits per year.

Exceptions to these minimum and maximum credit loads must be cleared through the counseling office. Each student must be enrolled in a class or approved activity each period of each class day.

CREDIT ALLOWANCES:

Term course = 0.5 credit / Two-term course = 1.0 credit / Three-term course = 1.5 credits

Two-term modified block course (45 minutes or "skinny") = .5 credit

GYMNASIUM USE For safety reasons, students are only allowed in the gym and/or fitness center when a teacher or another adult supervises them.

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual 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 sponsored by the Board. 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.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender 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"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals, students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following.

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Prohibited Acts:

Definitions

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristics. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. Places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

"Sexual harassment" is defined as 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, of access to educational opportunities or programs.
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education.
- 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 involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are 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.
- F. Unwelcome behavior or words directed at an individual because of gender.

Examples are:

1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest.
 2. Rating a person's sexuality or attractiveness.
 3. Staring or leering at various parts of another person's body.
 4. Spreading rumors about a person's sexuality.
 5. Letters, notes, telephones calls, or materials of a sexual nature.
 6. Displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
 - H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
 - I. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender 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, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes he/she has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and/or the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Dr. Jill Mussett	Sarah Hechel
District Administrator	Director of Pupil Services
920-788-7944	920-788-7944
N4021 County Road E.	N4021 County Road E.
Freedom, WI 54130	Freedom, WI 54130
jmussett@freedomschools.k12.wi.us	shechel@freedomschools.k12.wi.us

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise she/he of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, timelines 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 in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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 this Policy, 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.

Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines 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. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal and District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. Interviews with the complainant.
- B. Interviews with the respondent.
- C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations.
- D. Consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigated conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action:

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate. This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education,

Office for Civil Rights. A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

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HARASSMENT: STAFF

Any staff member who believes he/she has been harassed is encouraged to pursue the complaint procedure as follows:

STEP 1 The staff member who believes he/she is being subjected to harassment is encouraged to advise the person who is engaging in such conduct of his/her objections to the physical or verbal acts of harassment. Failure to do so does not prevent the staff members from moving to Step 2 of the procedures.

STEP 2 If the complaint cannot be resolved informally or if the individual is unable to approach the offending person, the a complaint should be reported to an administrator in the district. The complaint should be in writing or given orally to be put into writing and signed by the complainant. The complaint should include the specific nature of the offensive behavior, date of occurrence, the name of the alleged perpetrator, names of witnesses, and any informal strategies the complainant has used to try to stop the behavior. The complainant must sign all formal complaints. Complaints will be handled confidentially. The administrator shall thoroughly investigate the complaint, notify the person who has been accused of harassment with a copy of the complaint, permit a response to the allegation, and may arrange a private meeting to discuss the complaint with all concerned parties within a reasonable period after receipt of the written complaint.

STEP 3 If either party is not satisfied with the resolution of the administrator, the dissatisfied party may refer it to the superintendent. The superintendent shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The district administrator shall give a written answer to the appeal within a reasonable period.

STEP 4 If either party is not satisfied with the answer, a complaint may be filed with the Board of Education within ten (10) working days after receipt of the Step 3 answer. The Board of Education shall, within twenty (20) working days, conduct a hearing in executive session for the purpose of providing an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the hearing.

HAZING

The School Board does not condone acts of hazing or any other form of membership initiation that injures, frightens or degrades students or employees of the district. The Board expressly prohibits its employees and those associated with school sponsored groups from sponsoring or knowingly permitting such activities.

IMMUNIZATION REQUIREMENTS FOR 2022-2023

Current laws in Wisconsin dictate the following changes in immunization requirements. Varicella (Chickenpox) second dose phase grades K through 12. Tdap (Diphtheria, Tetanus, and Pertussis Booster) Grades 6 through 12.

There is an exception to the Tdap requirement: Students who receive a dose of tetanus or diphtheria vaccine within 5 years of entering a grade for which Tdap is required are not required.

These requirements are being made because from 1986 through 2004, Wisconsin had the 5th highest rate of pertussis in the nation with almost 5,000 cases being reported in 2004 alone. From January 1, 2012 more than 3,000 cases were reported to the Wisconsin Division of Public Health. Last year Wisconsin experienced another outbreak of pertussis. Pertussis outbreaks occur because protection declines 5-10 years after completion of childhood DTP/Tdap vaccinations. Tdap is a new vaccine that is recommended for adolescents and is anticipated to help prevent pertussis from occurring, including pertussis outbreaks in schools. Pertussis is a serious disease, particularly in young infants. It can place a significant burden on families, as a person with pertussis must stay home from work or school for a minimum of 5 days on antibiotic treatment.

Please contact your child's school with any updates in their immunizations. It is best to take care of immunization updates during the summer break, as clinics are likely to be less busy at that time. Contact the school nurse with questions about these requirements. Amie Kazik, R.N. - 788-7940 Ext 2006

INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE

By words, acts or deeds giving encouragement to demonstrations or protests which disrupt the normal educational process of the school.

First Violation:

Up to five (5) days in-school suspension or up to five (5) days out-of-school suspension.

Second Violation:

Up to five (5) days out-of-school suspension.

INJURIES

In case of injury, students are to report immediately to their classroom teacher or to another staff member. If the injury requires first aid treatment, the injured student will be sent to the school office. Parents are asked to report any doctor's treatment of a child injured at school.

INSUBORDINATION

The willful failure to respond or carry out a reasonable directive by authorized school personnel.

First Violation:

One (1) hour detention or up to five (5) days in-school suspension, depending on severity.

Second Violation:

Two (2) hours detention and/or up to five (5) days out-of-school suspension.

INTERNET/NETWORK/COMPUTER SAFETY

The Freedom High School provides computers and other technology/media devices for student use. Prior to using technology students are required to sign an appropriate use policy to be filed in the media center.

The policy requires that students will:

1. Use District computers and computer systems for school sanctioned educational purposes only.
2. Ensure that when finished with district equipment it will be in its original operating condition, including desktop appearance and directory contents.
3. Respect the property rights of others, including their files and directories.

Violations of this policy will result in school issued consequences. These violations may result in suspension of a student's privilege to use technology. Multiple or severe violations may result in permanent suspension of technology use.

School District of Freedom Policy (*In compliance with Child Internet Protection Act (CIPA) Considerations)

In order to make a good faith effort on the part of the School District to protect minor children from inappropriate material that may be found while using the network, and to otherwise guide and direct the use of technology, especially the World Wide Web and the Internet, the school District of Freedom sets forth this Internet Safety Policy.

General Technology Guidelines

1. The School District of Freedom employs Internet filtering using software especially designed for the purpose of screening any type of pornography material harmful to minors and obscene material including, but not limited to, nudity, sexual depictions, satanic, violence, hate sites, drug use, profanity, or any other material lacking serious literary, artistic, political or scientific value or otherwise inconsistent with the educational and professional development goals of the district.
2. Realizing that no filtering device is 100% effective, the School District of Freedom will make every effort to purchase and maintain an effective filtering service. The District acknowledges the potential exposure to obscene or objectionable material is not and cannot be entirely avoided. Anyone wishing that an Internet site/activity be removed from the blocked list should send the request to the technology department. He/she will review the site/activity in question. The decision to remove the block on the site/activity will be based on professional educational standards.
3. The School District of Freedom requires parent/guardian approval before a student is allowed to use the Internet at school. Parents may specify additional internet sites they feel are inappropriate for their children.
4. A School District of Freedom administrator, supervisor, or other authorized adult person may disable the above technology protection measure under the law to enable access for bona fide adult research or other lawful purposes.
5. Teachers, support staff, administrators and other adult network users must limit disclosure, use and dissemination of personal or confidential information regarding students. Upon administrative approval, staff members may post student activities with pictures and names only.
6. All network users should be aware that district computers and their software are educational tools owned by the district and that the Internet and other communications are public and not private in nature. The district reserves the right to monitor and record all network, Internet, and email content accessed with school equipment.

7. The use of online chat rooms, wikis, blogs, forums and other Web 2.0 tools will be allowed only in controlled, teacher supervised settings, and for valid instructional purposes. All other use is prohibited.
8. Disciplinary action will be taken against anyone who violates this policy, including withdrawing Internet privileges, suspension/expulsion/dismissal and, if appropriate, referral to the proper authorities or any other consequence deemed appropriate by the Administration or Board of Education.
Students at the Elementary School, Middle School, and High School will sign the Internet/Network/Computer Safety Policy and Actions That Violate form at the time of registration. Student/Parent/Guardian must sign the online forms. These forms will be on file in Skyward.
When a severe violation occurs, the supervising staff member will follow the procedures of the particular school.

Unacceptable Use of Technology

It is impossible to completely define unacceptable use, however, for the purpose of illustration, some examples are:

1. Sending or displaying offensive messages or pictures.
2. Using offensive or obscene language.
3. Harassing, insulting, threatening or attacking others, including racial or sexual slurs.
4. Damaging equipment or networks.
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, work or files.
8. Unauthorized access such as hacking.
9. Intentionally wasting resources.
10. Regularly employing the technology for commercial, political or religious purposes.
11. Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff or third parties is prohibited and will not be tolerated in the District. Cyber-bullying is the use of any electronic communication device to convey a message in any form (text image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form on or off campus which disrupts or prevents a safe and positive educational or working environment may also be considered cyber-bullying.

Freedom High School Guidelines:

Student violations of the Internet/Network/Computer Safety Policy will result in disciplinary action. Disciplinary action may include, but is not limited to, detention, suspension from computer use, in-school suspension, out-of-school suspension or expulsion from school. A written computer violation will be issued to the student. The student will meet with a school representative to discuss the violation and the resulting disciplinary consequence. The student's parent/guardian will be notified and a copy of the violation will be placed into the student's school district behavioral record.

<u>Minor Violations: School discipline procedures will be followed</u>

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| <ul style="list-style-type: none"> ▪ Bringing any food or drink (including water) into computer area without prior approval of classroom teacher ▪ Behaving in an inappropriate manner or violating the specific rules of, computer area ▪ Viewing any inappropriate (non-academic) Web site or file |
|---|

<u>Serious Violations: Any Serious violation could lead to in-school suspension, out-of-school suspension, and/or recommendation for expulsion</u>

<p><u>First Offense</u> – Students will lose all computer privileges for two weeks (10 school days) beginning immediately when the offense occurs and parent/guardian will be contacted about the violation/consequence.</p>

<p><u>Second Offense</u> – Students will lose all computer privileges for three weeks (15 school days) beginning immediately when the offense occurs and parent/guardian will be contacted about the violation/consequence.</p>
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<p><u>Third Offense</u> – Students will lose all computer privileges for a minimum of one (1) calendar year in the building where the offense occurred and parent/guardian will be contacted about the violation/consequence.</p>
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| ▪ Downloading and/or installing any programs (e.g., Instant Messengers, Media Players, WinZIP) or any inappropriate or unauthorized files (e.g., Music Files) into your computer account or on a local hard disk drive |
| ▪ Viewing any Web site or file that is inappropriate for minors (e.g., pornography) |
| ▪ Scanning inappropriate documents (e.g., money, I.D.'s, legal documents, pornography) |
| ▪ Engaging in day trading or any other form of personal business or exchange of money including online gambling, etc. |
| ▪ Modifying the hardware and/or software of any computer system or file server in any way |
| ▪ Using unauthorized messaging programs (e.g., email, instant messaging, chat rooms) |
| ▪ Using and/or tampering with any other person's computer account, or allowing someone else to use your account |
| ▪ Connecting a non-Freedom computer (e.g., your laptop or personal computer) to the School District's network |

If a student uses the computer network when his/her privileges have been revoked, it becomes another violation and action will be taken according to the above procedure. Serious violations may result in legal action being taken against the offending student. If unsure about whether a particular Web site, file, or behavior is inappropriate, err on the side of caution and do NOT load or save the site/file.

While computer privileges will be suspended immediately upon the discovery of a serious violation, the counting of suspension days begins the next day after administration contact is made with the offending student.

Serious violations will carry over for the duration of a student's attendance at each school building level. Suspension of privileges will end when a student transfers out of the district or moves on to another school within the district.

The School District of Freedom and school administrators reserve the right to suspend the computer privileges of any student who violates any part of the Internet/Network/Computer Safety Policy. This includes any and all activities that may or may not be specifically listed in this handbook.

Unacceptable use of technology may also be unlawful and subject to prosecution.

LEGAL DRUGS

Drugs that are prescribed by a M.D. or other medical authority or that may be purchased over the counter and are intended for personal use. Students are prohibited from dispensing, distributing, transferring or selling such drugs on school property or in any District owned or contracted vehicle or at school sponsored activities. Violations may lead to suspension and/or recommendation for expulsion.

LOCKERS - GYM

Students will be assigned a locker in which to keep their gym clothes and belongings. Students will also be issued a lock to use for the year. There will be no charge for the use of the school lock, provided the lock is returned in good condition at the end of the year. **The cost to replace a lost school lock is \$5.00.** The gym lockers are the property of the Freedom Schools and can be inspected and/or searched whenever it is deemed necessary. Freedom High School is not responsible for lost or stolen items that have not been properly locked in gym lockers.

LOCKERS - HALLWAY

Each high school student will be assigned a locker at the beginning of each school year. Students are expected to occupy the locker they have been assigned and are personally responsible for all content in their lockers. Lockers are provided for the purpose of storing materials necessary for school and personal clothing items such as outer coats, etc. Students may not change lockers unless approved ahead of time by the principal. Students are expected to keep their lockers clean and in good order at all times. Locker doors should be closed and locked when the student is not present.

Students are not allowed to "set" the lock in any manner to keep it from locking as this causes damage to the internal operation of the locks. Articles of clothing should not be left protruding from lockers, and stale food should not be left in lockers for hygiene safety. Students are responsible for the condition of their lockers at all times, and will be expected to clean up any messes made and pay for any damage. Students are not to share their locker combinations with any other students. The School District of Freedom retains ownership rights to all lockers and may inspect and/or search lockers whenever it is deemed necessary.

LOCKER ROOM PRIVACY

The School District of Freedom shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by district policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or rules.

No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.

No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

The Board acknowledges the need for safe storage of books, school materials and other personal property on school premises and may provide lockers and cabinets for such storage. All lockers are and will remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked (where required) against unlawful entry, but no student may use a locker as a depository for any illegal substance or object or for any contraband which constitutes a threat to the health, safety or welfare of the occupants of the school building or which would damage the building itself.

LOCKER SEARCHES

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any contraband which poses a hazard to the safety and good order of the schools. In addition, general locker inspections may be conducted during which locker(s) will be inspected for cleanliness, to find overdue library books, etc.

For purposes of this policy, the following definitions are applicable:

Contraband is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol, alcoholic beverages, aerosol paint, guns, knives, weapons or incendiary devices.

Reasonable cause is the standard for search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior that suggests that contraband is present, a smell indicating the presence of contraband or a bulge in a pocket, etc.

This policy requires that:

1. All requests or suggestions for the search of a student's locker will be directed to the school building administration.
2. Before opening the locker for inspection, the administration will appoint a third party to be present at the inspection. If law enforcement personnel seek permission from school authorities to search a student, the student's property or locker to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless: (1) there is unforced consent by the person whose interests are involved, (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search, or, (3) a valid arrest has been made and the search is incidental to the arrest.

The administration will be responsible for the safekeeping and proper disposal of any substance, object, or material found to be improperly stored in a student's locker notwithstanding the above procedural requirements for locker inspection, whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker constitutes an immediate threat of a traumatic injury either to persons or property, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

LOST AND FOUND

Found articles will be kept for one semester. After that they will be disposed of. The school and staff are not responsible for lost, stolen or damage to items. The lost and found is located in the school office. Parents and students are encouraged to look through the lost and found periodically to locate lost personal items.

LUNCH

The Freedom School District provides students with the opportunity to participate in a school lunch program designed to provide a balanced and nutritious noon meal. The entire meal is to be eaten in the cafeteria. Each student is responsible for leaving their tables clean, returning trays to the disposal area, and recycling items as required. Students bringing their own lunches must also eat lunch in the cafeteria and dispose of and recycle all garbage in the proper containers.

Monthly Menus are published in the high school lobby. One half pint of milk is supplied with each meal. Students bringing their own lunches may purchase half pints of milk.

Students who participate in the school lunch program are responsible for ensuring their family account does not fall behind in payments. Lunch account deposits may be brought to school in a sealed envelope with the child, grade, and family's name on the outside of the envelope. Students are to bring their sealed and labeled envelope to the high school office. Families who have negative balances in their accounts over \$30.00 will receive two subsequent phone calls, electronic notifications, and/or written notifications from the Food Service Department on a weekly basis for a total of three weeks, or until there is a positive balance in the account. Each correspondence will include specific information on how to proceed with the free and/or reduced lunch application process. With the exception of families who are on the Federally-sponsored free lunch program, a family that does not make a good faith effort to reduce or eliminate the negative lunch account after three weeks (15 days) of notifications regarding the negative lunch balance, then a final notification will be sent via Certified mail that will state the following: Full-pay students and reduced-pay students whose families have a negative account balance will be offered an alternative meal of fruits, vegetables, and milk. One dollar (\$1.00) per alternative meal will be added to the existing negative lunch balance. An alternative meal will only be offered for a maximum of five (5) school days. After five days, no further meals will be provided, and the student may request to call home to request a parent/guardian to deliver their food for lunch.

Families who have been notified of negative balances and who have not made payment arrangements or paid in full, within thirty (30) days of receipt of the certified mail notification will be turned over to collection agencies designated by the District for collection of late lunch account payments and any other costs associated with the collection process.

MEDICATION ADMINISTRATION

Ideally, all student medication (prescription and non-prescription) should be administered at home. However, occasionally a student may require medication to be administered at school, during school hours. In compliance with school district procedures, the following school medication administration guidelines are required.

School personnel will administer NO prescription medications without the following completed forms on file in the school office:

1. Parental Medical Consent form.
2. Physician Request for Medication Administration form.

NO non-prescription (over the counter) medications will be administered by school personnel without the following completed forms on file in the school office:

1. Parental Medical consent form

Other Requirements

All medication must be dispensed from the school office. Students are **not allowed to carry medication** on their person, for their safety as well as the safety of other students. Exception: Students requiring emergency inhalers are allowed to carry them ON THEIRPERSON. However, the physician MUST indicate this on the Physician Request Form. Parents MUST NOTIFY Amie Kazik, R.N. School Nurse, if a student will be carrying an emergency inhaler.

Medication must be forwarded to the school office in the original prescription bottle for prescribed medicine and the original container for over-the-counter meds. Please do not send medication in envelopes, plastic bags, or other containers. All prescription medication needs to be brought to the office by the parent/guardian, not the student.

Pharmacies will prepare a separate bottle of medication for school use upon your request. Parental and Physician consent forms, as well as copies of the entire medication policy are available through the school offices.

Please contact the School District Nurse with questions. Amie Kazik, R.N. - 788-7940 Ext 2006

<https://www.freedomschools.k12.wi.us/district/health-forms.cfm>

MILITARY RECRUITER REQUESTS

The federal education legislation includes a provision that requires local school districts receiving federal assistance to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, phone number, birth date and grade.

As a parent/guardian, you may request that the student's name, address, phone number, birth date and grade not be released to military recruiters or institutions of higher education without prior written parental consent.

The Freedom School District is required to notify parents of this option to make such a request and to comply with any request. The Freedom School District is also required to provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

NATIONAL HONOR SOCIETY

The Freedom High School follows the Federal Association rules for eligibility and procedures for the selection. The only exception is to be eligible for induction into the Freedom Chapter, a 3.67 GPA is required, not a 3.0. Federal procedures allow for local chapters to set the GPA requirements for eligibility.

Seniors and Juniors that qualify (3.5 GPA) after their 6th or 4th semester respectively, are sent an application and letter in August.

Applications must be filled out and returned by the deadline noted on the letter and application itself.

A faculty committee consisting of five (5) appointed members will evaluate each application of students eligible for NHS membership. The criteria students will be evaluated on are LEADERSHIP, SERVICE, CHARACTER, AND SCHOLARSHIP. All of these components are given equal weight in the evaluation process. National Honor Society membership is NOT determined by grades alone.

NORTH EASTERN CONFERENCE SCHOLAR ATHLETE AWARD

All students who have a 3.50 cumulative GPA after their 7th semester of high school, and have earned a minimum of two varsity letters (at least one of their senior year) will be honored as a North Eastern Conference Scholar Athlete at the athletic banquet.

NUISANCE POLICY

The Board for the School District of Freedom is committed to maintaining a school environment that is conducive to quality teaching and learning. The learning environment needs to be free of nuisance devices that cause a disruption of the teaching/learning process. It is recognized that nuisance items (toys, trading cards, laser pens, collectibles, etc.) may vary from year to year depending on the current trend and popularity of the item. When the nuisance item causes a disruption of the teaching/learning process or prevents a school from creating a positive learning environment, the principal or his/her designee may rule that the item is not to be brought to school or any school function. When this decision is made, the principal will communicate the decision to the staff, students, and parent/guardians. Students violating the policy will be subject to the school's discipline program.

OUT OF ASSIGNED AREA

During the course of the school day students are expected to be in their assigned classes unless they are given a pass to be in another part of the building. Whenever a student leaves the room, they should always sign in and out and be carrying a pass. Students must have passes at all times throughout the school day to attend meetings, make up tests, see teachers, or go to the restroom or office.

Violations:
Step 1: Student Warning
Step 2: Parental Notification
Step 3: Disciplinary Action

Parent's Right To Inspect Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

PARKING

1. All students parking vehicles on school grounds need to purchase a permit in the high school office or through registration before school starts for \$30.00. Upon purchase, the student will be given a current parking permit.
2. Current parking permits should be hung on the rearview mirror.
3. Freedom High School is not responsible for vandalism, vehicles that are stolen from school grounds, or articles that are stolen from a vehicle parked on school property.
4. Students who purchase a permit later in the school year will pay an appropriate fraction of the \$30.00 . e.g. if purchased at the beginning of the 2nd semester the permit would cost \$15.00.

PERSONAL/DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; photograph, major field of study, participation in officially-recognized activities and sports, height and/or weight, if a member of an athletic team, dates of attendance, date of graduation, degrees and awards received, name of school most recently previously attended.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. The Board shall not permit recollection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

PHYSICAL ATTACK ON STAFF MEMBER

The act of intentionally pushing or striking a staff member; parent/guardian notified, police notified.

Any Violation: Up to (10) days out-of-school suspension and referral to the school board with a recommendation for expulsion.

POSSESSION OF STOLEN PROPERTY

Possessing or wearing items that belong to another person, organization or school system without the consent of the rightful owner.

First Violation: Parent/Guardian notified. Possible police notification, up to five (5) days of in-school suspension or out-of-school suspension.

Second Violation: Parent/Guardian notified. Up to five (5) days of in-school suspension or out-of-school suspension.

PROFANE LANGUAGE

The use of profane or vulgar language or other means of expression is forbidden on school grounds and at school activities. Students using such language or other modes of expression will be subjected to the following penalties.

1st Offense: One (1) hour of detention and/or a reasonable alternative consequence given by a staff member with prior administrative approval.

2nd Offense: Two (2) hours of detention

Repeated Offenses: If such use is serious enough (particularly when directed at other persons) the guilty student may be assigned in-school or out-of school suspensions. Continued violations may result in further consequences up to and including recommendation for expulsion.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are not appropriate behavior in a school setting.

Violations:

- Step 1: Student Warning
- Step 2: Parental Notification
- Step 3: Disciplinary Action

FREEDOM HIGH SCHOOL CITIZENSHIP/RESPONSIBILITY PASS PROGRAM

Citizenship Grade

Freedom High School, as identified in our mission statement, not only desires to provide an atmosphere conducive to high academic learning, we also desire our graduates to develop skills to collaborate and contribute to the local and global community. The latter is directly related to developing good citizens. Citizenship is described as those traits that demonstrate a readiness to learn, responsibility, respect, and the ability to form positive interpersonal relationships. Citizenship grades will be based on the following criteria:

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

Explanation of Citizenship Grading

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

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

Significance

While citizenship grades do not appear on transcripts, they will be included on the term (quarter) report cards. If a student has a 3.0 average, or higher, for his/her citizenship they would be eligible for open campus privileges (responsibility pass) as an upperclassman (Junior or Senior). Your cumulative citizenship grade for all 4 terms from your freshmen and sophomore

years will be used to determine eligibility for your first term of your junior year. Juniors and seniors will be calculated each term and therefore, not cumulative (always a fresh start each term). If a student were to get a 1 from any of their classes, they would be ineligible for the responsibility pass, regardless of overall GPA. Certain behaviors can lead to an automatic loss of the responsibility pass. Examples would be academic integrity violations, or level 3 or 4 discipline violations.*

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

Responsibility Pass Program

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

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

Participating students are expected to show corresponding responsibility by:

1. Setting an example for other students, particularly with regard to behavior patterns in a school and community atmosphere.
2. Following all general school regulations as specified in the student handbook.
3. Using good judgment when conducting themselves in the community and following all ordinances and regulations.

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

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

SCHOOL COUNSELING SERVICES

Freedom High School provides confidential student counseling and guidance. This could be in the form of individual and/or group activities. The primary purpose of this service is to help students develop solutions to their problems so they can be more successful at learning while at school.

SCHOOL WELLNESS POLICY

In an effort to support the consumption of nutrient dense foods in the school setting the District is adopting the following Nutrition Standards governing the sale of food, beverage, and candy on school grounds. All school sites are encouraged to study these standards and continue to develop building policy using the following District Nutrition Standards as minimal guidelines.

Food

1. Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% (+/- 5%) of its total calories derived from fat.
2. Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% (+/-5%) of its total calories derived from saturated fat.
3. Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" LDL cholesterol and maintain "good" HDL cholesterol.

4. It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
5. Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

Beverages

1. The vending and/or non-vending sale of pop or artificially sweetened drinks will not be permitted on school grounds prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.
2. Acceptable beverages to be sold prior to and during the school day include:
 - Low-fat (1%)/ nonfat (skim) milk, including flavored varieties
 - Water
 - Beverages containing at least 50% fruit juice with no added sweeteners (Fruit juices, Knudsen Spritzer, etc.)

Candy and Snack Foods

1. Vending and/or non-vending sales of candy will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day, but will be permitted at those special school events that begin after the conclusion of the instructional day.
2. Candy is defined as any item that has sugar listed as one of the first two ingredients (fresh, dried or canned fruit is exempt). Sugar may be listed as brown sugar, corn sweetener, corn syrup, fructose, glucose, dextrose, high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar, sucrose or syrup.

Snack foods must meet the following criteria

1. No more than 30% of total calories come from fat
2. No more than 10% of calories come from saturated fat
3. No more than 35% added sugar by weight (except fresh, dried or canned fruit and vegetables)

Portion size is limited to the following:

1. Snack foods* are 1.25 ounce or less
2. Cookies and cereal bars are 2 ounces or less
3. Bakery items (muffins) are 3 ounces or less
4. Frozen desserts, ice cream are 3 ounces or less
5. Yogurt is 8 ounces or less
6. Beverages (except water) are 12 ounces or less

Foods not recommended for sale include all large sized portions, regular chips, and candy. Snack foods include chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit and jerky.

Food Service Program

1. The meal program will continue to follow the US Government's Nutrition Standards.
2. Food Service will be expected to make every effort to follow the District's Nutrition Standards when determining the items in a la carte sales
3. A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student.)

A la carte items that do not meet the District Nutrition standards may be acceptable when offered on an intermittent basis.

Lunchroom Climate

1. A lunchroom environment will be one that provides students with a relaxed, enjoyable climate.
2. We encourage the lunchroom environment be a place where students have:
 - a. Adequate space to eat and pleasant surroundings.
 - b. Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch.
 - c. Convenient access to hand washing facilities before meals.

Fundraising

1. All fundraising projects are encouraged to follow the District Nutrition Standards.
2. All fundraising projects for sale and consumption within and prior to the instructional day will be expected to follow the District Nutrition Standards when determining the items being sold.
3. Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
4. Items being sold that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

Teacher-to-Student Incentive

No soda or candy will be used as any part of teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Physical Activity

1. The District supports and promotes a quality physical education program and is committed to providing opportunities for physical activity within the school day.
2. Physical activity will be included in a school's daily education program from grades Pre-K-12.
3. Physical activity should include regular instructional physical education, co-curricular activities and recess.
4. Staff members will be encouraged to model healthy behaviors through the opportunity of participating in a District Wellness Program.

Implementation and Evaluation

1. The School District of Freedom assures that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Secretary of Agriculture, as applicable to schools.
2. The District will ensure that students, parents, teachers, school officials, community and business leaders are actively involved in ensuring that the school environment promotes good health.
3. We will continue to develop action plans that will include goals, strategies, and people responsible for implementation of the local wellness policy and measurements of evaluation.

SECURITY CAMERAS

As a precautionary safety measure to benefit the wellbeing of students, staff, and visitors at Freedom High School, security cameras are in operation.

SEXUAL ASSAULT

Intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or any act prohibited by Section 940.225, Wisconsin Statutes.

Parent/Guardian notified.

Any Violation

1. Police notified, possible referral to social services.
2. Up to five (5) days out-of-school suspension.
3. Possible referral to the Board of Education with recommendation for expulsion.

SKATEBOARDS/ROLLER BLADES/TENNIS SHOE SKATES

Students are **NOT** allowed to skateboard, roller blade, or use tennis shoe skates on school property. If riding a skateboard to school students are expected to walk and carry their skateboard when crossing over onto school district property.

SNOWMOBILES

The Board will not permit the use of snowmobiles for travel to and from school or to be parked on school district property.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Issues created by the decisions made by school personnel - such as aides, teachers or assistants to the principal - which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may most often be resolved through discussions between the persons involved. Absent the sense of resolution from such discussions, students are encouraged to discuss their concerns informally with the appropriate building administration.

To more formally appeal, students may contact the principal's office in their school within two school days and provide their name, the issue, and the reason for their appeal on a printed form available at the office. The appeal will usually be decided confidentially and promptly, preferably within two school days.

If the principal does not make a decision within two school days following the date of complaint or if the decision is not considered satisfactory, students or parents may appeal further by contacting the district administrator.

When possible, an investigation and decision will be made within two school days and communicated to the school principal and student. A written copy of the decision also will be sent to the student and the principal.

STUDENT FEES

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**.

Student Material Fee	\$50.00			
FASD Athletic Activity Pass	Student \$25			
	Family \$100			
Sports Fee	\$40.00/per sport			
Parking Fee	\$30.00/yr (prorated by when you need the permit, e.g. if in January \$15)			
School Owned Band Instrument	Percussion \$35.00/yr	Rentals	\$70.00/yr	
Student ID Card Replacement	\$5.00			
Yearbook	\$50.00			
Technology Fee	\$25.00			

STUDENT LIFE-THREATENING/COMMUNICABLE DISEASE POLICY

The Freedom School District assists other state and county agencies in the setting of appropriate health standards, in promoting the good health of students and their families and in educating students and staff in disease prevention and good health practices. The School Board recognizes its responsibility to inform appropriate staff and to outline the responsibilities of various professionals when dealing with life-threatening/communicable diseases.

School district personnel (principals, teachers, counselors, social workers, and other support staff) are responsible for reporting communicable diseases to the local health officer (County Health Departments). Students who are suspected of having communicable diseases may be sent home by the school administration. The parents will be notified as soon as possible of any student who is suspected of having a communicable disease.

Records and information collected on students with suspected or confirmed life-threatening/communicable diseases are confidential and handled in accordance with state law and board policy on student records.

Since many childhood diseases are communicable and do not pose a public threat, the parents, principal, school nurse and teacher will manage them. Some communicable diseases, however, are less common but more dangerous to the public. The following procedures will be used to address these situations: To enforce this policy the district designates a resource committee made up of a designated doctor, the school nurse, the supervising administrator, a board representative, a bargaining unit representative, and the superintendent (or designee) to make appropriate decisions related to this policy and its guidelines. Other authorities, (e.g. legal counsel, medical specialist, etc.) can be involved in the study of this committee and all interaction within the committee and the findings will be kept confidential. A report for individual cases will be delivered to the school board in closed session. Appropriate public announcements and communication with staff will be made through the superintendent's office.

Beyond the above, these steps will be referenced:

1. Report the suspected disease to the principal immediately.

2. The administration may require a physician's statement about a student's suitability to attend school when such person has been suspected for or diagnosed as having a life-threatening/communicable disease.
3. Keep the student's name confidential, only sharing the name with appropriate administrators and designated staff.
4. Principal, medical consultant, nurse and superintendent (or designee), will conference to review the level of risk. The parents will be consulted. An interim placement decision will be made. If the decision is made to isolate the student, an alternative educational program will be sought while the remainder of this procedure is followed. If the decision is to continue enrollment, necessary precautions will be taken.
5. Records may be shared with:
 - a. Freedom School District Medical Consultant
 - b. Freedom School District Legal Counsel (optional)
 - c. State and local health agencies (optional)
6. If necessary, additional parent input will be sought.
7. Information from input sources will be reviewed by the principal, nurse, and superintendent of schools to determine whether the student may be enrolled in a regular school program. Other sources (e.g. legal counsel, medical specialists, etc.) may be involved in making a final recommendation.
8. During the decision making process the student may be temporarily excluded from attendance and the school will attempt to provide homebound instruction.
9. If the decision is to not enroll the student, alternative education will be arranged and periodic review of the situation will be made by the principal. The child will be reinstated as soon as it is appropriate to do so.
10. If the decision is to enroll the student, staff members working with the student will be informed of the circumstances involved and the necessary precautions.
11. A staff member may ask for review of the decision to place the student in the regular program if there has been an oversight or if conditions change.
12. Appropriate efforts will be made to maintain confidentiality.
13. The board of education will be informed of the decision to enroll or not to enroll a student covered by this policy.
14. Health records are confidential and should only be available to those with a legitimate educational concern.
15. In situations where there is disagreement with the district's decisions, an appeal may be made within five (5) days to the superintendent or designee. The appeal shall be in writing to the superintendent and shall include the following:
 - a. Statement of facts
 - b. Statement of the relief requested
 - c. Any necessary medical information required

The superintendent or designee will render a decision in writing within five (5) days to the school board. A day for purposes of this procedure shall be defined to exclude Saturdays, Sundays, and school holidays.

STUDENT PUBLICATIONS

Official school publications will include newspapers, yearbooks, and literary magazines which are prepared in regularly scheduled classes or by approved co-curricular organizations and supervised by a faculty advisor appointed by the principal. Student journalists will be responsible for the publication of factual materials which are not to be obscene, libelous, or slanderous. Further, the material will not incite students in the commission of unlawful acts, violation of school regulations, or substantial disruption of school operations.

Student journalists will learn and follow the Code of Ethics of the American Society of Newspaper Editors.

STUDENT QUESTIONING BY NON-SCHOOL PERSONNEL

With the exception of circumstances involving alleged child abuse, conferences with or the questioning of minor members of the student body will be permitted by legal representatives of other agencies such as law enforcement officers and social services agencies within the following guidelines:

Law Enforcement Interviews

1. Types of Student/Law Enforcement Interviews:
 - a. A student suspect interview is an interview with a student who is suspected of some violation of the law or some other offense.
 - b. A student witness interview is an interview with a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime or other offense.

General Requirements Regarding Student/Law Enforcement Interviews on School Premises

Except as otherwise specifically stated, all student interviews with law enforcement officers on school premises shall be governed by the following guidelines:

1. Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance emergencies or as specifically required by law.
2. All student interviews with law enforcement officers on school premises shall be conducted in such a way as to minimize school disruptions.
 - a. Interviews should be coordinated with the student's schedule if possible.
 - b. Interviews should not be allowed during an exam, except in an emergency.
 - c. The principal, or his/her designee, should summon the student from his/her class rather than the law enforcement officer, unless the police department and school administration feel the situation warrants personal contact by the officer.
 - d. When possible, law enforcement officers should wear plain clothes when visiting the schools.
 - e. Interviews should be conducted in a closed setting so as to promote confidentiality.
3. For student victims and witness interviews, parent notification will be attempted when law enforcement officers are involved.
4. If a student or his/her parent/guardian does not wish a student interview with a Law Enforcement officer on school premises, the student may be dismissed from school or removed from school premises for the interview.
5. If the student is asked to leave the building and accompany the officer to the police station, the police department is responsible for contacting the student's parent or guardian. If there are any complaints regarding the removal of a student from school, or notification, they should be directed to the county's district attorney or the appropriate police department.

Special Requirements Regarding Student Suspect Interviews

School officials shall attempt to notify a student's parent/guardian prior to allowing a student suspect interview with law enforcement officers on school premises. A student suspect interview may be conducted without such prior parent notification if an emergency exists as determined by the building principal or designee and the police department. Some instances that might constitute an emergency are as follows: A delay may result in the flight of a suspect, destruction of evidence, opportunity to cover up the crime or an unacceptable threat to the community.

A student's parent/guardian will be given an opportunity to be present during a student suspect interview when possible.

A school official shall be present during any student suspect interview with law enforcement officers on school premises unless the student or his/her parent/guardian request otherwise.

Social Work/Counselor Interviews

Social workers and counselors from agencies other than the school may not remove a student from the school building while the student is properly in attendance without the permission of the parents or guardians or unless the student is under the legal custody of the agency represented. Social workers and counselors from agencies outside the school may counsel with a student upon presentation of permission to do so either by the parents or guardians or the agency holding legal custody.

All questioning of students shall be done in such a manner as to minimize disruptions to the school or individual.

STUDENT RECORDS

The School District of Freedom maintains educational relevant student records on all school district students. These student records are maintained consistent with state and federal student records statutes and prohibit disclosure of most student records without written consent of parent or adult student. Access to these student records by school district personnel is restricted to those staff members who maintain a "legitimate educational interest" in that student. An annual listing of school personnel access to these student records is posted in the student records area of the school office.

The following student records may be maintained by the school district:

Progress Record

Student's grades, listing of courses taken, attendance record, extracurricular activity involvement.

Student Physical Health Record

Basic health information of student, immunization record, emergency medical card, athletic permit card, record of student's ability to participate in an education program or activity, lead screening results, record of any routine screening test (i.e. hearing, vision, scoliosis).

Behavioral Record

Psychological tests, personality evaluations, written statements relating specifically to a student's behavior; records of conversations about a student, tests relating specifically to student achievement or ability, any other student records which are not progress records, student physical health records (other than immunization or lead screening records).

Patient Healthcare Record (confidential and restricted access record)

Any student record relating to a student's physical health which does not fall within the definition of "Physical Health Care Record." (i.e. records relating to the health of a child which are authored by a healthcare provider (nurse, chiropractor, dentist, physician, podiatrist, PT, OT, optometrist, pharmacist, psychologist, social worker, Speech Therapist, audiologist, etc).

Student Record

Notes or personal records maintained by licensed professional school staff, records necessary for the psychological treatment of a student, HIV test result record.

TEXTBOOKS

Textbooks are furnished to all Freedom High School students. Each book has an initial cost that the district pays to purchase the textbooks. At the end of the year if the books loaned to you are returned showing only a normal amount of wear, no additional cost will be levied. In cases where your books show signs of abuse, additional fees may be assessed based on age and condition of the book when issued.

Ordinarily, books are assigned by the teachers at the beginning of the school year. All books are numbered. The teachers will keep an account of the particular number issued to each student and make a note of the condition of the books when issued. When the book is returned to the teachers, the teacher will inspect the book and decide if a fine is to be assessed. Book fines must be paid before grades are recorded on a student's record. Keep in mind that you are responsible for the books issued to you. Any damage incurred to those books, whether inflicted by you or someone else will result in your being held accountable.

THEFT

Theft is the act of taking or concealing the property of another without that person's consent. Parent/guardian notified.

Each Violation:

Up to five (5) days in-school or out-of-school suspension, referral to police, and/or restitution and damages paid by the student. Repeated offenses could lead to expulsion.

THREATS OR INTIMIDATING ACTS

The act of verbally or by gesture threatening the well being, health, or safety of any person on school property or in route to or from school will be considered a threat and/or an intimidating act.

Threatening or intimidating acts will prompt parent/guardian notification and possible referral to the police.

First Violation

Up to five (5) days in-school suspension. In extreme circumstances, possible recommendations for expulsion may be made.

Second Violation:

Up to five (5) days out-of-school suspension. In extreme circumstances, possible recommendation for expulsion may be made

TOBACCO USE/POSSESSION POLICY

It is the policy of the school district that all uses of any tobacco product by any person are prohibited in all district facilities or on school grounds. Use of any tobacco product is prohibited in all school owned/leased/operated vehicles.

For purposes of this policy "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices or burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possession tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District sponsored events.

Use of any tobacco product is prohibited by all students while they represent the Freedom School District in any class or activity either at school or an off-campus event. The failure of a student to follow this policy results in the following punishments:

First Violation

1. Possible referral to the police
2. Notification of parents
3. One day out-of-school suspension

Second Violation

1. Referral to the police
2. Notification of parents
3. One day out-of-school suspension

Repeated violations may result in more severe penalties.

VANDALISM /CRIMINAL DAMAGE

Vandalism is the act of intentional destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or the safety of the school population or school property. This shall also include pranks.

Vandalism and/or criminal damage will prompt parent/guardian notification, referral to the police, restitution, in-school or out-of-school suspension, and/or recommendation for expulsion.

VISITORS

Visitors are certainly welcome at Freedom High School. However, for reasons of student safety, all visitors must enter using only the main entrance during normal school hours. The office secretaries will buzz visitors in when they have been identified. All visitors are asked to then report to the office to sign in and receive a visitor ID badge that must be worn while in the building. This policy is necessary to help us protect students against unauthorized visitors.

Students/parents who wish to have a student guest visit our school must receive permission from the principal and all teachers affected. The visit must be for academic purposes. Students must make this request at least two (2) days prior to the visit occurring to allow sufficient time to receive written permission from all parties. Permission for visiting students will not be granted on the day prior to a student vacation or other special school event days.

WEAPONS ON SCHOOL PREMISES

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school sponsored function or event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, destructive device, metal knuckle or any other look-alike object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, a cap gun, popper, war souvenirs or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Any Violation: Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities. Disciplinary measures for non-firearm weapons violations will be at the discretion of the building principal with subsequent approval from the district administrator. Disciplinary measures for any weapons violation may include immediate suspension from school and referral to the School Board for possible expulsion from school.

The School Board shall commence expulsion proceedings and expel a student from school for not less than one year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921 (a) (3). Annually, the school board shall report to the Department of Public Instruction the information specified under 20 USC 8921 (d) (1) and (2).

1. Employees violating this policy shall be disciplined in accordance with employee policies and shall be referred to law enforcement officials for prosecution.
2. Any other person violating this policy shall be referred to law enforcement officials for prosecution.

This policy shall be published annually in all district student and staff handbooks.

EARLY COLLEGE CREDIT / START COLLEGE NOW

The ECC/SCN allows all public high school students who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college, or one of the state's participating private, nonprofit institutions of higher education.

The program opens the door to greater learning opportunities for students who are considering a technical career; students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation.

The student does not have to pay for a post-secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. If approved by the school board, the student will receive both high school and postsecondary credit for a successfully completed course. The high school will grant a diploma to a student who has successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or the college. The school district can seek reimbursement from students/parents for students who fail or drop a course for which the district has paid tuition, books, and/or equipment.

Eligibility

Since all public high schools will participate in the ECC/SCN program, all students who meet the program requirements are eligible. To qualify for the program, a student must:

1. Be in good academic standing and have no record of disciplinary problems.
2. Apply to the college in the school semester prior to the one in which the student plans to attend the post-secondary course.
3. Notify the school board of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
4. Notify the school board if the student is admitted to the college.
5. Notify the school board if the student is registered to attend a post-secondary course.
6. A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance law under s. 118.15 (1) (a), Stats.

Determining High School Credit/Comparability:

The school board shall determine whether a post-secondary course is eligible for high school credit, how much high school credit may be awarded, and whether the course is comparable to a course offered at the school district.

Appeals:

A student may appeal a school board's decision regarding the awarding of high school credit/comparability of a post-secondary course to the state superintendent within 30 days. Failure of the student to meet the 30 day timeline deprives the DPI of jurisdiction in the matter.

YOUTH APPRENTICESHIP

This is an elective program for high school Junior and Seniors. It's a combination of technical and academic classroom learning. Placements are mentored on-the-job learning enhanced academic and technical skills that fulfill what Wisconsin's business and educational leaders have deemed as skills for the future.