

# **Freedom Middle School**



## **Co-Curricular Code of Conduct 2025-2026**

## **Statement of Philosophy**

The Freedom Area School District sponsors and encourages middle school student participation in co-curricular opportunities which are organized to meet the physical, intellectual, social, and emotional needs of each individual. Co-curricular opportunities are an important part of the education of Freedom Middle School (FMS) students.

Involvement in co-curricular opportunities is a privilege, not a right. A student must earn and maintain this privilege through dedication, desire, commitment, and discipline in each activity. The intent of this document is to provide standards by which educational goals and objectives can be achieved through co-curricular opportunities. These standards will include consideration of academic performance, attendance, travel to and from school events, personal behavior, as well as the use of, and involvement with mood-altering chemicals. Administration of this Co-curricular Code of Conduct will be carried out in a fair and consistent manner. The Freedom Area School District believes that the standards established in this document will promote individual student growth and a more responsible student body.

## **Mission Statement**

Co-curricular school programs are intended to enrich student learning and development through activities, which foster emotional, intellectual and physical growth.

## **Objectives**

1. To encourage participation and seek excellence in competition and performance
2. To build self-confidence, self-reliance, and self-discipline
3. To teach new skills, knowledge, and attitudes
4. To stress healthy and safe practices
5. To provide opportunities to observe and practice sportsmanship
6. To instill the belief that the “will to win” is more important than “winning at all costs”
7. To develop leadership and acceptance of the leadership of others
8. To provide experiences in commitment, dedication, and loyalty
9. To give an understanding that participation in co-curricular opportunities is not a right, but a privilege that includes many responsibilities.

## **Student Responsibilities**

The opportunity to participate in the co-curricular activity program is extended to all students who are willing to assume certain responsibilities. This includes all students associated with any activity. To be a credit to self, family, school, and community, a student is expected to display high standards of behavior, exemplify good sportsmanship, show respect for others, and meet all state organization and Freedom Middle School (FMS) eligibility requirements.

## **Nondiscrimination Policy**

The Board of Education is committed to providing an equal educational opportunity for all students of the district. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student program and activities. See Board Policies: Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2260 Nondiscrimination and Access to Equal Education Opportunities. The Board also is committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board’s policies pertaining to employment practices can be found in Policy 1422, 3122, & 4122 Nondiscrimination and Equal Employment Opportunity.

## **Suggestions and Complaints**

All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a coach, advisor, teacher, or administrator. All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate.

Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the athletic/activities director. A complaint or challenge that remains unresolved after discussing the matter with the athletic/activities director must be submitted by the individual in writing to be reviewed by the principal. If the matter is still unresolved, the matter must be discussed with the superintendent. The superintendent will confirm or reject the principal's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

## **School-Sponsored Clubs, Activities, and Athletics**

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are approved by the Administration and Board of Education. Authorized groups include curricular-related activities, extra-curricular activities, and athletics. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. School offerings are divided into two categories for participation: **Group 1 Athletics** and **Group 2 Co-Curricular Activities not mentioned in Group 1** convened by Freedom Middle School.

The following is a list of activities currently being offered:

### **Group 1 -Athletics**

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

### **Group 2 -Co-Curricular Activities not in Group 1**

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430 – District-Sponsored Clubs and Activities) For further information, contact Mr. James Finster, the K-12 Athletic/Activities Director, at [jfinster@freedomschools.k12.wi.us](mailto:jfinster@freedomschools.k12.wi.us) or (920) 788-7940 ext 1354.

## **Middle School Co-Curricular Eligibility**

1. Any Freedom student who is convicted of a felony or was convicted of it before enrolling in Freedom may not participate in co-curricular activities for a period of two calendar years from the date of conviction or enrollment. It should be noted that the rights of a juvenile will be protected by the Courts; therefore, the only way that the knowledge of a felony conviction of a juvenile could be ascertained would be by self-disclosure or if the crime was such a serious one that the juvenile was tried as an adult, which resulted in public disclosure.
2. All students and parents must read and review the co-curricular code. Students and parents can then print and sign the co-curricular code agreement.
3. No student may join a team after the midpoint of the competitive season. In special circumstances, the coaches and administration will consider facts regarding a student's request to join a team. This type of situation may include a student who has transferred from a different school district at an odd time.

**NOTE: Any student who has not signed and submitted the Co-Curricular Code Agreement is NOT eligible to participate in any co-curricular activities.** This agreement must be submitted prior to the first rehearsal/practice of the co-curricular activity.

Students wishing to participate in Group 1 activities must turn in:

1. Signed Responsibility Agreement by both parents/guardians and student
2. WIAA Physical or Alternate Year card signed by parents/guardians, physician, and student
3. DPI Concussion forms signed by parents/guardians and student
4. Any forms specific to a sport/activity provided by coaches/advisors
5. Payment of participation fees

*Note: Additional information may also be needed depending on the activity*

Students wishing to participate in Group 2 activities must complete and submit the following documents prior to the first day of participation:

1. Signed Responsibility Agreement by both parents/guardians and student
2. Any forms specific to an activity provided by advisors

\*\*\*Athletes and activity participants are not permitted to practice unless all of the above items have been submitted.\*\*\*

## **Social Media**

Students who participate in co-curriculars represent FMS all year, not just during their sports season or co-curricular activity. As a result, FMS encourages safe and responsible student behavior with regard to internet use. We highly recommend our students avoid inappropriate use of public web sites such as YouTube, SnapChat, Facebook, Twitter, TikTok, Instagram, or any other such sites. Any identifiable image, photo, video, or posted online conversation discovered which implicates a student to have been in violation of our Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia, Policy 5136 – Personal Communication Devices, or Co-Curricular Code of Conduct will be investigated and action taken by the Administration.

Social media has become ingrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others can be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Freedom Area School District recognizes and supports its students' right to freedom of speech, expression, and association, including the use of social networks. In this context, each student must remember that participating and competing for FMS is a privilege, not a right. The student represents his or her school and district and is expected to portray themselves, their team, and their school in a positive manner at all times. Any online posting must be consistent with federal and state laws, as well as school and district rules and regulations.

## **Process For Determining Violation(s) of Eligibility Rules**

1. A person witnessing a violation must present the following information in writing to the athletic/activities director or the principal
  - a. type of violation
  - b. date of violation
  - c. time of violation
2. The athletic/activities director or designee will meet with the student to determine eligibility violations.
3. If it is determined that a violation has occurred, the student will be informed by the athletic/activities director or designee and the parents will be informed in writing of the accusation and the penalty.

## **Honesty Clause**

FMS promotes students taking responsibility for their actions. If a student violates the Co-Curricular Code for the first time in the areas of drug, alcohol, or tobacco, or the committing of an illegal act, the suspension will be reduced by one-half (one game for Group 1) if they report the violation to a school administrator during the first school day following the date of the violation. If a student does not attend school on the first day following the violation, they still have the responsibility to contact either the athletic/activities director or any other school administrator to report his/her violation.

The reduction of the suspension is null and void if the self-reporting does not take place during the first school day following the violation or if a police citation has been issued prior to the student approaching administration. If the student applies the clause after the first violation, the athletic/activities director and principal will convene to determine whether or not to apply a reduction of the suspension. If the violation takes place during an extended or summer break, the student has seven days from the date of the violation to report the violation to the athletic/activities director or any other school administrator. If school resumes before the end of the seven days, the student must report on the first school day back.

## **Dishonesty Clause**

If a student purposely misleads the athletic/activities director or designee by giving inaccurate information during a Co-Curricular Code violation investigation, the student loses all right to possible reductions in their consequences. Further, the student may also be found in violation of the Co-Curricular Code under improper conduct. If this occurs, the student's behavior will be reviewed by the principal to determine applicability and assign additional consequences.

## **Categories of Participation**

For purposes of establishing equitable standards to apply to the many co-curricular activities offered to students at Freedom Middle School, two groups of participation are defined.

### **Group 1**

Interscholastic Athletics

### **Group 2**

Special Groups convened by Freedom Middle School

In the event that a student is participating in multiple activities from varying categories concurrently, any suspensions will be served in all categories at the same time—with suspensions applied to each category as outlined in this code of conduct. Canceled events/games/matches do not count for serving code violation suspensions. Each group may create expectations for their membership. The individual group or club will handle consequences for violations of established expectations. **Violations of the co-curricular code are cumulative over the student's grade 6-8 and then reset for 9-12 participation.**

Note: All students will be governed by their state and national organizations when applicable. Please see the Middle School Principal, Athletic/Activities Director, or Coach/Advisor for further clarification of organizational requirements not included in this handbook.

## **Group 1 Expectations and Consequences**

Academic and behavioral suspensions cannot be served concurrently. This applies to all groups in the Co-Curricular Code. An academic suspension that occurs in the middle of a behavioral suspension will pause the behavioral suspension. The remainder of the behavioral suspension will resume after the student has regained academic eligibility.

If a student receives a co-curricular code violation suspension during a season in which games have been canceled due to weather or other reasons that extend beyond the control of the District, the student's suspension will be calculated using the actual games played, not the total regularly scheduled games for the season.

### **Academic Eligibility**

An FMS student must meet school requirements defining a full-time student. Those requirements are:

- a. A full-time student is a student who is enrolled for the entire school day and receives all of his/her education under the authority of the district.
- b. A student in grades 6-8 may not have more than two failing grades during the mid-quarter and quarter grade checks. A student may be reinstated if at the end of the reporting period 24 hours after he/she is passing **all** classes, and has completed the **Academic Eligibility Form** available from the athletic/activities director. All missing work prior to the grade check deadlines must be handed in **no later than three school days** prior to the grade check date to be considered for eligibility. Any work turned in after this time is at the teacher's discretion to grade and enter into Skyward.
- c. Students are responsible for any school work missed due to co-curricular activities and are expected to contact the instructor one school day prior to the absence.
- d. Students who are deemed academically ineligible at a grade check may not participate in practices or attend competitions until all grades are passing. Students may attend scheduled after-school study, or may sit in on practices to complete missing work at the coach's discretion.

### **Attendance**

- a. Students must maintain a clean attendance record. Truancy warnings, tardies, and unexcused absences constitute a poor attendance record, which may result in suspension of participation.
- b. Unless excused by an administrator, students must be in school for a minimum of ½ day to participate in that day's activity.
- c. Students who go home ill, anytime during the day, are not permitted to participate on that day.
- d. Unless there are extenuating circumstances as determined by the building administrator, or their designee, a student is required to be in class the day after an athletic contest. If there is a pattern of misuse of this rule, the student can be withheld from the next activity.
- e. Practice and Competition attendance is mandatory. Each coach will establish their attendance policies detailing their expectations and consequences for missing a practice and/or competition.

- f. If an athlete/participant is going to be absent from a practice or competition, the respective coach must be notified prior to practice or competition. Failure to notify the coach may result in the absence being considered unexcused.

### **Travel and Conduct on Trips**

- a. FMS students must use the mode of transportation provided by the school. An athlete/participant who travels to a site with a school team must return with the team. The only exception to this rule would be with permission from the middle school principal or the athletic/activities director for unusual circumstances. This request (i.e. **Travel Release Form**) must be completed and signed by the principal or athletic/activities director. Coaches can release an athlete to a parent at the site on a verbal request from the parent with an accompanying signature.
- b. If an athlete does not use the mode of transportation to the competition that is provided by the school and has not previously filed the proper paperwork, the athlete is ineligible to participate in the competition.
- c. It is expected that students will conduct themselves in an appropriate manner on school-sponsored trips. It is important that all participants understand that they represent their schools to the general public.

### **Athletic Injuries and Their Care**

- a. All injuries that occur during the season must be reported to the supervising coach immediately. The coach will file the appropriate injury report within 48 hours of the injury.
- b. In case of an emergency, students will be sent to the nearest hospital/clinic, unless parents indicate that the student be sent elsewhere.
- c. The Athletic Department should be informed, prior to participation, of an athlete who has any special medical problems.

### **Conduct**

- a. Freedom Middle School is not a member of the WIAA, however in an effort to be consistent with the high school, students of Freedom Middle School shall generally abide by the WIAA Rules of Eligibility in regard to conduct throughout the calendar year. The WIAA general rule is interpreted as follows:

“A student is required to follow the school's code of conduct on a year-round (12 month) basis.

In-season violations of the school code will result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts involving (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and/or (c) use, possession, buying, or selling of controlled substances, street drugs and performance enhancing substances (PES).

The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including all out-of-season offenses. The member school will determine minimum penalties for any other unacceptable conduct contrary to the ideals, principles, and standards of the school and this Association, including but not limited to criminal behavior.”

*Note: The school must provide an opportunity for the student to be heard prior to any penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process. FMS, though not a member of the WIAA, will observe the language noted above.*

- b. Upon receipt of a violation report, the athletic/activities director or other administrator will meet with the student involved to determine the validity of the report. If it is determined that a violation has occurred, the athletic/activities director will make a final decision and inform the parents by mail. The date of the decision will represent the initial day of suspension, and will be based on a percentage of the total events for the current sports season. If the assigned suspension exceeds the current season, the

remainder will be applied to the next season of play, regardless of time lapse between student participation. Percentages that are over .495 will be rounded up to the next whole number.

## **Violations of the Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia and Tobacco/Nicotine Policies**

### **Attendance**

A student at events/parties where drugs, alcohol, or malt beverages are being consumed or taken by minors will be subject to the following:

**Step 1: A suspension of 25% of the regularly scheduled competitions or performances. The suspension will carry over to the next season if not completed by the end of the current season. The minimum suspension is one competition.**

1. 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 period.
2. If an athlete has any further violations of this nature, they will move to Step 2 of the consequences.

### **Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia and Tobacco/Nicotine**

A student using or possessing, of drugs and/or alcohol, or use or possession of tobacco/nicotine products will be subject to the following:

**Step 2: (1<sup>st</sup> violation for use, possession ; 2<sup>nd</sup> violation for attendance) A suspension of 50% of the regularly scheduled contests. The suspension will carry over to the next season if not completed by the end of the current season. The minimum suspension is two competitions.**

The suspension may be reduced to 25% if the student meets the following conditions. Failure to meet the conditions outlined by the school counselor will result in the reinstatement of a full 50% suspension:

- a. Agrees to participate in a student assistance meeting with the middle school counselor and complete a risk assessment screener.
  - i. Parents and students will sign an Intervention Agreement
  - ii. If a student scores at high-risk on a screener, the student will be required to meet with the school counselor for follow-up short-term intervention. The student must voluntarily and actively participate in the intervention as outlined by the school counselor.
  - iii. At the conclusion of intervention, the school counselor will determine if the student met their goals and adequately engaged in the process.
  - iv. If the student was actively engaged in the process and met their goals, the student will have met the conditions for suspension reduction.
  - v. If the student was actively engaged in the process and did not meet their goals, the middle school counselor will contact parents with recommendations for additional support.
  - vi. If the student missed scheduled meetings and was not actively engaged, the conditions for suspension reduction will not have been met.

**Step 3: (2<sup>nd</sup> violation for use, possession; 3<sup>rd</sup> violation for attendance) A suspension of 100% of the regular scheduled contests. The suspension will carry over to the next season if not completed by the end of the current season.**

The suspension may be reduced to 50% if the student meets the following conditions:

- a. Agrees to a drug and alcohol assessment to be done by a licensed Drug and Alcohol Counselor and meets with the counselor to review the results.
- b. Follows all recommendations for follow-up treatment made by a licensed Drug and Alcohol Counselor.



Step 4: (3<sup>rd</sup> and further violation for use, possession; 4<sup>th</sup> and further violation for attendance) **A suspension from all athletics and activities for one calendar year.**

Hosting/Organizing/Arranging a party/event where alcohol or illegal drugs are being consumed or taken by minors.

### **Disruption/Detrimental and/or Discriminative Conduct**

Infractions may include but are not limited to: school suspensions, theft, buying or selling drugs, criminal offense, vandalism, violence, threats of violence, hazing, harassment, disrespectful/defiant attitude, acts of aggression, willful damage to property, cheating, plagiarizing, or inappropriate internet activity (in and out of school). The school district may act upon police referrals if evidence is presented that the Co-Curricular Code has been violated.

**When deemed appropriate by the building-level principal, activity suspensions for inappropriate conduct will be decided by the athletic/activities director. Suspensions will be based upon the severity of the offense.**

## **Group 2 Expectations and Consequences**

Academic and behavioral suspensions cannot be served concurrently. An academic suspension that occurs in the middle of a behavioral suspension will pause the behavioral suspension. The remainder of the behavioral suspension will resume after the student has regained academic eligibility.

### **Academics**

- a. A student failing more than two classes in the latest grade checking period will be placed on a non-participatory probation, which would include no loss of school time for performances/activities. Students will regain eligibility 24 hours after raising grades to passing after completing the academic eligibility form available from the athletic/activities director.
- b. **Students who are deemed academically ineligible at a grade check may not attend competitions, rehearsals, or meetings until he/she has no failing grades. At the discretion of the advisor, students may be present at a practice to work on homework or missing work. Students may also attend supervised after-school study when available.**
- c. Students are responsible for any school work missed due to co-curricular activities and are expected to contact the instructor one school day prior to the absence.

### **Eligibility**

- a. As with both groups of the FMS co-curricular code, students are required to turn in a statement, signed by both student and parents, indicating an understanding of the Co-Curricular Code before the first day of participation.

### **Attendance**

- a. A student with an unexcused absence from one or more class periods may not be allowed to practice or compete in a contest on that day. If the unexcused absence is not discovered on the day the absence occurred the penalty will be enforced on the day the absence is discovered.
- b. Unless excused by an administrator, students must be in school for at least ½ of the school day in order to practice or compete on that day. If there is a pattern of misuse of this rule the student can be withheld from the next activity.
- c. Students who go home ill at any time during the day are not permitted to participate on that day.
- d. Students are required to be in class the day after a contest or event unless there are extenuating circumstances as determined by the building administrator or their designee. If there is a pattern of misuse of this rule the student can be withheld from the next activity.

- e. Students who miss school for extenuating circumstances must contact the middle school principal for a decision on whether or not he/she will be able to participate in practices or competitions on that day.
- f. Practice and competition attendance is mandatory. Each coach/advisor will establish attendance policies detailing expectations and consequences for missing a practice and/or competition.
- g. If a student is going to be absent from a practice or competition, the respective coach/advisor must be notified prior to attending a practice or competition. Failure to notify the coach/advisor may result in the absence being considered unexcused.

### **Conduct**

- a. Students will follow the guidelines of the FMS Student Handbook and Co-Curricular Code.
- b. Upon receipt of a report of a violation, the athletic/activities director will meet with the student involved to determine the validity of the report. If it is determined that a violation has occurred, the athletic/activities director will make a final decision and inform the parents by mail regarding the decision. The date of the decision will represent the initial day of suspension.

## **Violations of the Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia and Tobacco/Nicotine Policies**

### **Attendance**

A student at events/parties where drugs, alcohol, or malt beverages are being consumed or taken by minors will be subject to the following:

**Step 1: The student must perform 5 community service hours\* before participating in the next activity, performance, or competition.**

### **Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia and Tobacco/Nicotine**

A student using or possessing, of drugs and/or alcohol, or use or possession of tobacco/nicotine products will be subject to the following:

**Step 2: (1<sup>st</sup> violation for use, possession, buying, selling; 2<sup>nd</sup> violation for attendance) The student must perform 20 community service hours\* before participating in the next activity, performance, or competition.**

The consequence may be reduced to 10 community service hours if the student agrees to a short- term intervention program administered by the FMS Student Services as outlined in Category I.

**Step 3: (2<sup>nd</sup> violation for use, possession; 3<sup>rd</sup> violation for attendance) The student must perform 30 community service hours\* before participating in the next activity, performance, or competition.**

The consequence may be reduced to 15 community service hours if the student meets the following conditions:

- a. Agrees to a drug and alcohol assessment to be done by a licensed Drug and Alcohol Counselor and meets with the counselor to review the results.
- b. Follow all recommendations for follow-up treatment made by the licensed Drug and Alcohol Counselor.

**Step 4: (3<sup>rd</sup> violation for use (and further), possession; 4<sup>th</sup> violation (and further) for attendance) The student is suspended from all activities for one calendar year.**

\*Note: Community service hours served for activity suspensions must occur between the time of the suspension and reinstatement to the activity.

Hosting/Organizing/Arranging a party/event where alcohol or illegal drugs are being consumed or taken by minors.

### **Disruption/Detrimental and/or Discriminative Conduct**

Infractions may include but are not limited to: school suspensions, theft, buying or selling drugs, criminal offense, vandalism, violence, threats of violence, hazing, harassment, disrespectful/defiant attitude, acts of aggression, willful damage to property, cheating, plagiarizing, or inappropriate internet activity (in and out of school). The school district may act upon police referrals if evidence is presented that the Co-Curricular Code has been violated.

### **Travel and Conduct on Trips**

- a. Group 2 participants must use the mode of transportation provided by the school. A student who travels to a site with a school team must return with the team. The only exception to this rule would be with permission from the principal or the athletic/activities director for unusual circumstances. This request must be in writing and signed by the principal or athletic/activities director and given to the coach before leaving on the trip. In case of an emergency the coach can release the athlete to a parent at the site on a verbal request from the parent.
- b. If a student does not use the mode of transportation to the competition that is provided by the school, and has not previously filed the proper paperwork, the athlete is ineligible to participate in the competition.
- c. It is expected that students will conduct themselves in an appropriate manner on school-sponsored trips. It is important that all participants understand that they represent their schools to the general public.

### **Appeals Procedure**

Due Process is a procedure that courts of law recognize as a fair and necessary part of any school's rules and regulations. Furthermore, Due Process recognizes the right of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The process outlined below is the procedure for a student and his/her parents to follow in appealing decisions relating to eligibility:

- a. After a rule of ineligibility resulting in suspension from an activity has been made by the athletic/activities director, a student and his/her parents may formally appeal the decision in writing to the principal provided the appeal is received within five (5) school days from the day such ineligibility became effective.
- b. The middle school principal or designee will act on the appeal within five (5) school days. Written notification of the result of the appeal will be sent within the five (5) school day period. Due to the wide range of issues related to a particular sport or activity, the principal may enlist the support of the administrative team in the decision making process.
- c. The student and/or parent may appeal the decision of the principal to the Superintendent of Schools within five (5) calendar days of the date the principal sends notification of the determination of the initial appeal. The determination by the Superintendent shall be sent in writing within ten (10) calendar days from the date the appeal is received.
- d. If the student/parents are not satisfied with the decision of the Superintendent, a hearing may be requested before the Board of Education. The Superintendent must receive a written request for such a hearing within ten (10) calendar days of the mailing of the Superintendent's decision.

**Note: The student will remain ineligible during the appeal process.**

# Freedom Middle School

## PARENT/GUARDIAN & STUDENT AGREEMENT

We, as parent(s)/guardian(s) and student, acknowledge that we have read the Freedom Middle School Co-Curricular Code and agree to abide by the rules and regulations as stated.

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Date

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Parent or Guardian Signature

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Date

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Student Signature

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