

Freedom Elementary School Handbook

2023-2024



Freedom Elementary Phone (920) 788-7950 Fax (920) 788-7956
www.freedomschools.k12.wi.us

Our School

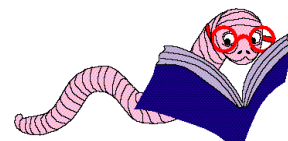
Freedom Elementary School Mission Statement: Believe, Achieve, Succeed

We **believe** in every child's ability to **achieve** to **succeed**. It takes all of us, the parent, the child, and the school working together to build a positive attitude about life, learning, and the world around us... an attitude of respect and care in all that we do. We believe every child in our school has the right to learn, to grow, and to be safe.

EDUCATION PROGRAM

Your child will be offered classes in the following areas:

Reading	Physical Education	Language Arts
Math	Music	Art
Science	Guidance	Library
Health	Social Studies	Computer



The success of your child depends to a large extent upon the cooperation of the school and home. It is the responsibility of both the home and school to develop the proper attitude toward life and learning. More effective cooperation between home and school may be maintained by visiting the school and discussing the problems and development of your child. Please feel free to contact the Teacher, a School Counselor or an Administrator. The school phone number is 920-788-7950.

Federal Law (No Child Left Behind) requires that we share with you the qualifications of teachers in Freedom Elementary School because we receive school-wide Title I Federal funding. All Teachers at Freedom Elementary School meet state qualifications and have a license for the grade level and subjects he or she teaches. All teachers at Freedom Elementary School have at least a bachelor's degree and have or are working toward a master's degree. We have instructional aides and they are all considered highly qualified for this work.

NEWSLETTER

Freedom Elementary School publishes a monthly newsletter that will be published only on-line unless a paper copy of the newsletter is requested. We will not be mailing any newsletters. The newsletter may be read on-line at www.freedomschools.k12.wi.us. You will need to go to the drop down box under Schools and go to Elementary School and click on Newsletters. Please keep your email current in Skyward to receive notices when the newsletter is available.

Peanut/Nut Free Alert Effective 9-2011 by FASD

We have a significant number of students at Freedom Elementary School with allergies to nuts/peanuts. Some of these students do not have to consume them to have a reaction. They can react from being in close proximity to the allergen. Their reaction can be life threatening. We are aware that this is a challenge when preparing snacks and lunches, but we need to keep Freedom Elementary a safe place for all students. It is important to read the labels of the snacks you are sending. A lot of products are made on the same assembly line as items that have nuts. You will see a note by the ingredient list that states "made with items that may contain nuts". These items are **not** okay to send with your child as a birthday treat or shared snack. Another thing to remember is that coconut is not allowed either. Coconut is classified as a fruit, however most children with nut allergies are also highly allergic to coconut. **Freedom Elementary School is NUT/Peanut FREE since September 2011. This means no cold lunches or school snacks or treats that can contain any nuts or peanuts.**

Nuts (tree) are: almonds, Brazil nuts, walnuts, hazelnuts, macadamias, pistachios, pecans and cashews. Peanuts are from the legume family but the proteins are similar in structure to the tree nuts. Our hot lunch program is already nut/peanut free with the removal of the peanut butter as a condiment.

We know this may be a challenge for some families, especially those that use peanut butter or packages of nuts as a cold lunch ingredient. We are asking you to find a substitute food.

We also have another issue: **baked goods will no longer be allowed as a school treat for special occasions.** Our wellness policy #5810 states: **The vending or distribution of candy/baked goods will not be permitted during instructional day.** Also, because we do not know what ingredients are included, we are at a higher risk for allergy impacted students. We are going to enforce this policy as we go forward with our wellness emphasis. Please find another way to recognize your child's birthday.

While every attempt is made to make Freedom Elementary School a Nut Free environment, we recognize that there will be some instances where an individual may unknowingly bring a product that was manufactured in a facility where nut residue was present or the product itself may contain nuts or nut byproducts. Other individuals may unknowingly transmit or transfer nut related airborne allergens after eating a nut product or may transfer the nut residue by physical contamination.

We appreciate your understanding with these issues. We know this is challenging. Please see the school web site at www.freedomschools.k12.wi.us for snack alternatives that are nut/peanut free. Go to the drop down box under Main Menu along the top and go to District and click on the Departments tab along the top, click on School Nutrition and scroll down to Safe Snack Guide - Nut Free List. Thank you for taking this seriously so we can all have a safe environment to learn!

Office hours are 7:30 a.m. - 3:45 p.m

LIBRARY

The school library is open to the students from 7:45 a.m. until 3:00 p.m. A wide variety of print and audiovisual materials are provided to meet the needs of the curriculum and student interest. It is expected of students to keep the library a quiet learning place.

Rules for care of library books are the same as those that apply to textbooks. Each pupil checking out books will be held accountable for them. Articles or order forms are not to be cut out of books or magazines.

Students are to return the books they have checked out during their weekly library class. There is no overdue charge. However, if a book is missing at the end of the year, the student is charged for the value of that book.

HOMEWORK

Assignments beyond school time may be required of students. Extra credit, special assignments, make-up work and daily assignments not completed may be such requirements. Parents are encouraged to provide a quiet place and an appropriate time for this homework.

PBS (Positive Behavior Support) REWARDS

Each student is given the opportunity to earn an "Irish Best" when discovered doing good things for any staff member or fellow student. There will be drawings and assembly celebrations throughout the school year.

ARRIVAL/DISMISSAL

We all want your children to be safe. Please do not drop them off prior to 7:35 a.m. Supervision is not provided before 7:35 a.m. School ends at 3:05 p.m. If at all possible, please try to schedule all appointments after school so that your child can receive the full benefit of the instructional day.

SCHOOL SAFETY and SECURITY PROCEDURES

1. All doors will be locked during the school day. The main inside entrance has an intercom system for entering the Elementary School. All visitors must enter through this main entrance. A buzzer has been installed on the wall at the top of the steps inside the main doors. All visitors will need to buzz the office and state the reason for visiting. Our secretary will then electronically open the door. **Once you enter the building, immediately proceed to the office.**
2. All visitors must **sign-in** and wear a visitor’s pass. These passes are necessary for all adults who volunteer and/or visit Freedom Elementary School.
3. If an adult is not wearing a visitor’s pass, a staff member may ask them to immediately go to the office to sign in. Do not be offended if you are asked to go to the office to obtain a visitor’s pass.
4. If you come to pick up your child during the day or to drop off a project or treat we will not send you directly to your child’s classroom. We will be glad to call your child to the office to speak to you, or a staff member will bring the item to the classroom. We ask that you only bring items to school during the day if it is an emergency. This helps reduce the distractions that occur from children being called to the office.
5. If you need to speak/meet with your child’s teacher for an extended time, please make an appointment.

PHONE CALLS

Teachers will not be called to the telephone during school hours except in case of an emergency. Parents may leave a message to have the teacher call back as soon as possible.

STUDENT FEE (FEES subject to change)

4Kindergarten and Early Childhood Materials Fee	\$30.00
4Kindergarten Milk (Entire Year)	\$25.00
Early Childhood Milk (Entire Year)	\$25.00
Grades Kindergarten-5 Materials Fee	\$35.00
(Lost or damaged books are an additional charge to the student)	
Kindergarten – Grade 5 Technology Fee	\$15.00
Kindergarten - Grade 5 Milk Break - 35¢ per carton (Entire Year)	\$50.00

ALL FEES SHOULD BE SENT IN OR PAID AT REGISTRATION.

FREEDOM AREA SCHOOL DISTRICT (FASD) LUNCH SERVICE

Parents wishing their students not to participate in the Food Service program must do so in writing. The form is available on-line under food service.

HOT LUNCH PRICES (subject to change)

Freedom Elementary School 4K-1	\$2.55/Meal	Freedom High School	\$3.00/Meal
Freedom Elementary School GR. 2-5	\$2.65/Meal	Adult	\$4.35/Meal
Freedom Middle School	\$3.00/Meal	Milk	\$.35/Carton

BREAKFAST PRICES

Freedom Elementary School	\$1.35/Meal Regular Price
	\$.30/Meal Reduced Price

HOW TO MAKE DEPOSITS

You can deposit to your family's lunch/milk account in any of these ways:

1. Drop it off or mail it to:

FASD Food Service
Label clearly
Freedom Elementary School
Include parent's name
N3569 County Rd. E
Student's names & Amount
Freedom, WI 54913-9253
2. **On-line** at the FASD Food Service website (www.freedomschools.k12.wi.us) and charge it to your Visa Card, MasterCard, or Bank One Card.
3. Send it to any of our schools with your child and have them turn it into the school office right away in the morning. Place it into an envelope clearly marked FASD Food Service. Please include the parent name, your children's names, and amount.

DEPOSIT AMOUNT

You may deposit whatever amount is convenient into your **FAMILY'S** prepaid lunch/milk account. Although, it is recommended that you deposit \$50.00 per month for each child in school. You may access your family account anytime by going through the Foodservice Tab of the District's Student Management System.

LOW BALANCE NOTICES

When your family's lunch/milk account reaches \$5.00 (per child) or lower, you may be notified by our automated phone system. Written notices may also be emailed to your home. We ask that you please do not rely on these notices to keep your account up to date. If a family would like to know the balance of their account at any time, you may access the District's Student Management System. **If your family account falls to a zero balance, your child will be fed a meal up to 10 days while you are again notified by email or phone.** Family food service accounts that fall below -\$25.00 may be suspended, meaning your child(ren) will be denied service. At your request, e-mail notification may be available through the Food Service Tab of the District's Student Management System. If you would like a detailed report, please call Food Services at (920)788-7950 ext. 3301.

FREE/REDUCED LUNCH

Forms for participation in this federal lunch support program will be part of on-line registration. This form can also be filled out anytime during the school year. Forms are located in each school office, or on our Web site.

REIMBURSEMENTS

FASD Food Services will roll over any money left in your family account into the next school year. FASD Food Service will reimburse to parents when accounts are closing:

- *a student is graduating and no other children are enrolled
- *a family is moving from the district

LUNCH MENUS

Lunch menus are available on-line.

MILK BREAK - GRADES 4Kindergarten-5

All students in grades Kindergarten-5 may participate in the morning milk break. Students choose milk for the **entire year**. This is collected by the year. The cost is 35¢ per day, times (x) the number of school days in the year. This must be paid before they can receive milk. Milk cost per year = \$50.00.

All 4Kindergarten students are required to take milk. Milk fee for the year is \$25.00. If your child has a milk allergy, please bring a written Doctor's excuse to the school nurse. **Milk break is non-refundable.**



REPORT CARDS

Report cards are issued to the students at the end of each nine-week period. Student ratings placed on the report cards will represent understanding of each standard. Report cards are posted in the Portfolio tab in Skyward. Parents will receive an email notification when report cards are ready in Skyward.

STUDENT PICK UP DURING SCHOOL

Parents are required to pick up students from the main office when they wish to take their child out of school earlier than dismissal time. Children will not be allowed to leave the classroom unless the teacher has notification from the office. The secretary will call the room and notify the teacher. Parents are asked to sign out each child with the reason and time.

SCHOOL CLOSING - INCLEMENT WEATHER

Schools are closed during inclement weather by the Superintendent of Schools when, in her judgment, the weather conditions are threatening to the students' health or safety. Please tune to the following radio stations after 6:30 a.m. for school closing. In case of a late start there will be no A.M. Early Childhood Special Education.

WHBY 1150 AM
WEMI 91.9 FM
WPKR 99.5 FM
WOSH 1490 AM

WROE 94.3 FM
WVBO 103.9FM
WIXX 101.1 FM
WNCY 100.3 FM

WNAM 1280AM
WRQE 93.5 FM

The following television stations will also report school closings:

WFRV TV 5, WLUK TV 11, WBAY TV 2, WGBA TV 26/32

EXTRA CURRICULAR ACTIVITIES ATHLETICS

1st through 5th grade wrestling
3rd & 4th grade boys basketball
5th grade boys basketball
4th & 5th grade cheer team

3rd & 4th grade girls basketball
5th grade girls basketball
5th grade girls volleyball
4th & 5th grade dance team



The elementary wrestling program takes place in late February or early March. The program is held at the Freedom High School wrestling room.

The elementary basketball program takes place on Saturday mornings and afternoons during the months of November, December, January, February, March and April.

STUDENT COUNCIL

Student Council representatives from grades 4 and 5 are elected to represent each grade level and serve a one year term. Many events are planned and carried out by council members.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school office & district office whenever a change is made in an address, phone or cell number. This is particularly important so that the school is able to contact someone if an illness or injury occurs and to verify your child's absence from school.

CONCERNS OR COMPLAINTS

If you have concerns or complaints about problems that may occur, please contact the teacher and discuss them with her/him. If you have further concerns, contact the building Principal or Associate Principal. Every effort will be made to work out a solution. It is the desire of the school district that the home and school work together in a cooperative spirit for the best possible educational program for each and every child.

4 YEAR OLD KINDERGARTEN

Freedom School District offers a 4 year old 4Kindergarten for children who are 4 years old by September 1. Registration for the 4Kindergarten takes place in January and February. No siblings will be permitted to join parents for a classroom visit to reduce classroom distraction.

PHYSICAL EDUCATION

All students in Kindergarten through Grade 5 will participate in Physical Education, unless they have a written excuse approved from a doctor. All students should be dressed in appropriate clothing on physical education class days. No students will be allowed to change for physical education at school. Appropriate physical education clothing: gym shoes - tennis shoes need to be worn or brought to school on gym days, sweat suits, jogging suits, shorts, loose slacks, buttonless shirts, **NO DRESSES**. **If gym shoes are not at school, the student is not allowed to participate in gym class.**

LOST AND FOUND

Putting your child's name on all clothing, boots and book bags will eliminate a lot of lost articles. In the event that something is lost, please have your child check the **Lost and Found** boxes. They should also check with their bus drivers. Every year we have eight to ten boxes of unclaimed clothing. These items are donated periodically throughout the year.

SCHOOL PICTURES – Harmann Studios

Pictures are taken at registration for all 4Kindergarten through Grade 5 students. Pictures are on a pre-pay basis. If you are dissatisfied with the initial photo taken of your child, you can send them to re-take day along with the original photo packets and they will even exchange them for the new image.

CONFERENCES

Parent-teacher conferences are held twice a year, in the months of November and February. All parents should consider it a priority and attend. Parents and teachers may confer at any time during the school year and are encouraged to do so if a problem arises. Parent meetings outside of parent/teacher conferences are usually scheduled after school hours between 3:05-3:30 or during teacher's prep time. Any questions regarding a child's progress or assignments should be directed to the teacher first and then to the Principal or Associate Principal.

COAT HOOKS

Coat hooks are provided to the students for the storage of coats, footwear, and school related materials. These coat areas are the property of the school district. The students must keep their area neat and orderly. Nothing from the hooks should obstruct the hallways. Students are to use their own hooks and are not allowed to disturb anyone else's. Students will be charged for damaged hooks. These areas are subject to random searches. (Policy 5771) Wis. Stats. 118.3325.

FIELD TRIPS

A permission slip is sent home prior to each field trip to obtain the parent's signature to go on field trips. Field trips may be non-refundable due to cancellation, bad weather, or illness. No other siblings/children may attend a field trip with chaperones. **Students need to ride the bus to and from field trips.**

VISITATION

To promote a greater understanding of the school, visitation of the classrooms is permitted. It is required that parents receive permission from the classroom teacher before they can observe in a classroom. All visitors, including parents and volunteers, must sign in at the school office and take a visitor tag before going to the classroom. This policy is enforced at all times. Student visitors are not allowed. No siblings will be permitted to join parents for a classroom visit to reduce classroom distractions. We will not be able to allow visitors to eat lunch with the students at this time, due to space.

MORNING STUDENT DROP OFF

Any parent driving their children to school should drop off their child in the car drop off line.**Students** will enter through the main front doors. All other entrance doors will be locked. Parents may not walk children to their classes.

Authorization for Release of Student to a Non-Custodial Person Policy 5230

Freedom Area School District requires parent signatures authorizing student early dismissal to a non-custodial person.

RECESS/GYM - HEALTH

All students in the elementary school are required to go outdoors for recess and attend gym class unless they have a doctor's excuse for a chronic condition, recent surgery, or injury which would be aggravated by participating in either of these activities.

This excuse must list any restrictions and the termination date of the restriction.

During inclement or severely cold weather, all students are kept indoors at recess time.

Please be sure your child has appropriate clothing for outdoor wear. Boots to keep the feet dry are necessary, also hats and mittens. Winter snowpants and boots are needed to go off the blacktop at recess.

If your child is recovering from an illness, please notify the teacher. Your child will be reminded not to engage in strenuous outdoor activity and to stay dry while outdoors.

STUDENT BIRTHDAYS/SPECIAL EVENTS

Birthday invitations may NOT be handed out at school, please mail them. We do celebrate student birthdays; however, birthday treats must be nut free, not made in a nut facility, and not homemade to share with the class. No balloons may be brought in.

BEHAVIOR STANDARDS

It is very important that all students show respect for one another, for all teachers, for other adults in the building and for property. Certain behavior standards will help each student make decisions that will lead to appropriate behavior. The main goal in school is education. Any student preventing another student from reaching that goal will be disciplined. The school protects a student's right to an education without interference. There will be NO secret clubs at school. Students may not use spinners/fidget toys at school unless the item is school issued and/or approved.



TITLE I COMPACT

FREEDOM Elementary School

Freedom Elementary School recognizes that student achievement is best promoted through a strong home and school partnership. A team approach is critical in guaranteeing academic success for all students. The school district's Title I program, in partnership with students, teachers, and principals, parents, and families, asks for your commitment to the goals outlined below.

Student Goal:

- I will attend school regularly and be on time.
- I will do my best in class and on my school work.
- I will ask for help when I don't understand something.
- I will come prepared each day (supplies, books, completed work).
- I will keep a positive attitude towards self, others, school and learning.
- I will be an appropriate digital citizen when using technology.
- I will discuss with my parents what I am learning about in school.
- I will read frequently at home.

Parent Goal:

- I will ensure that my child attends school regularly and is on time.
- I will provide enough time and an environment at home that allows my child to complete school work and/or study at home.
- I will encourage my child to do his/her best work.
- I will be aware of my child's progress by attending conferences and requested meetings, monitoring homework, checking schoolwork and communicating with school staff.
- I will reinforce to my child the importance of respect for self and others.
- I will monitor and promote appropriate digital citizenship when using technology.

Teacher/School Goal:

- I will be a positive role model.
- I will provide a positive learning environment that builds self-esteem and academic knowledge where students can be successful both in the classroom and online.
- I will maintain high expectations for myself and the students.
- I will communicate and work with families to support student learning.
- I will show respect to parents, students and family situations.
- I will encourage good reading habits, study skills and how to be a digital citizen.

Revised 1/2021

FREEDOM AREA SCHOOL DISTRICT 4TH GRADE PROMOTION REQUIREMENTS

Beginning September 1, 2002, no student may be promoted from the 4th grade to the 5th grade in the Freedom Area School district unless the student satisfies one of the following criteria in this order:

1. The student must earn a passing grade in 4 of the 5 core subjects of Reading, Language Arts, Math, Science, and Social Studies.

OR

2. Receive a Proficient or Advanced rating on the 4th grade state Forward Exam on 4 of the 5 academic content areas of: Reading, Language Arts, Math, Science, and Social Studies.

OR

3. Receive approval to be promoted from the Promotion Review Team, which consists of the
Principal
Classroom Teacher
Guidance Counselor
Related Arts Teacher
Special Education Teacher (when applicable)
School Psychologist (when applicable)

based on the following criteria: class work, co-curricular activities, community involvement and any other relevant standard of completion.

AND/OR

Through the recommendation of the Promotion Review Team – achieve academic success through other criterion: summer school, independent study, tutoring, night school.

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established District policies and procedures. The elementary school principal and guidance counselor shall provide for regular review of a student's progress toward meeting the established promotion criteria and shall keep students and their parents/guardians informed of the student's progress.

Students with exceptional educational interests, needs or requirements may be provided with alternative education programs for promotion. Such alternative education programs shall be established in accordance with state law requirements. A student who successfully completes the alternative education program will be promoted to the next grade.

Before any student is promoted, the elementary school principal and guidance counselor shall determine whether the student has satisfied the promotion criteria outlined in the policy and any other District policy applicable to promotion.

The elementary school principal and guidance counselor shall be responsible for informing students and their parents/guardians of the requirements of this policy. The policy and its implementing procedures shall be published in the elementary school student/parent handbook annually.

Policy Approved: March 2001

Attendance

The Freedom School District believes that students need to attend school regularly to receive all the benefits their education can provide. We need the support of all parents in helping children understand that each day of school is important.

ABSENCES

When it is necessary for a child to be absent, parents need to call the school office to leave a message in the attendance mailbox before 8:00 a.m. Please leave the name of your child, the reason for the absence, and the expected date the child will return to school. We must account for every child every day; therefore, it is critical that your call is received prior to 8:00 a.m.

ATTENDANCE

Regular attendance and promptness are essential requirements for success in school. Absence from school is the greatest single cause of poor achievement. If a pupil is not in regular attendance, performance lags, interest lessens, and the student generally falls behind in classroom work.

Our Policy

Please call the Elementary School Office at 920-788-7950 by 8:00 a.m. if your child is absent.

The school line is open 24 hours a day, to report absences. If your child is reported absent by the classroom teacher and you have not notified us that he/she is not coming to school, one of the school secretaries will be calling your home and/or work.

The purpose of this is:

- To determine and verify absence.
- For your child's safety---for example, if a child is expected to be at school and does not arrive for some reason, the parent would not be aware of this until it is time for the child to arrive home.
- Because we are concerned for your child's well-being, health and safety.
- In order to not affect cumulative attendance, please provide a doctor's note whenever possible.
- Wisconsin Truancy Law requires a parent verification stating the exact reason for the absence in order for absences to be considered as excused. Habitual unexcused absences can lead to truancy.

A student who is habitually absent because of illness may be required to get a physician's excuse. A certification from the doctor is required for contagious diseases, surgery, or other serious illnesses. **Excuses from physical education must be from a doctor.**

Attendance will be taken and recorded for each student daily.

According to Wisconsin State Statute, a student who is excused in writing by his/her parent/guardian before an absence occurs will be excused from school, but a student may be excused by the parent/guardian under this provision for **not more than ten (10) days in the school year. Please send appointment excuses to the office upon student's return.**

TARDINESS

In the event that a child is going to be tardy, the parent is requested to send the student to the office to check in and receive an admittance/tardy slip. The student will go directly to his/her class and give the slip to the teacher. All tardy dates are recorded and frequent tardiness affects attendance and is brought to the attention of the Principal or Associate Principal as a concern for potential truancy. Being late does count as part of an absence.

MAKE UP WORK

Students who are absent from school are expected to make up the class work missed. Requests for homework (to be picked up or sent with another student) must come to the office by 9:00 a.m. The teachers need the entire day to put assignments together from each class.

PREARRANGED ABSENCE

All absences except those prompted by illness or unanticipated emergencies must be approved in advance by the building principal. In the event that a student will be leaving school for a period of time, a prearranged absence form must be completed. A prearranged absence form is available in the school office or online.



Compulsory Attendance Policy

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, be 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.

Upon the child's request and with the written approval of the child's parent or guardian, any child who is sixteen years of age may be excused from regular school attendance if the child and his or her parent or guardian agrees, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation.

Upon the child's request and with the written approval of the child's parent or guardian, any child who is seventeen years of age or over may be excused from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma.

Any student who withdraws from school under Section 118.15(1) of the statutes has the right to be re-admitted 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 District has the authority under law to specify reasonable withdrawal and admittance dates, so as to minimize programmatic disruptions in the school. The School District and, the district administrator, shall have the authority to determine what constitutes a reasonable withdrawal or re-admittance date.

ABSENCES

Excused Absences

According to State Statute, a student who is excused "in writing" before an absence occurs may be excused for not more than ten (10) days in a school year.

School districts are given the discretion to excuse for "Good Cause" a student for a period of time not to exceed one year with the written approval of the child's parent or guardian. Hence, the Freedom School District will excuse students from attendance for a number of reasons. The most commonly accepted reason is personal illness. **If a student sees a doctor, please obtain a doctor's excuse and send it to school when your child returns.**

Unexcused Absences

A child is considered unexcused if they are not called in and there is no doctor's note after the child has reached 10 days absent. All homework will be made up.

Recording Procedures and Parent Notification

As attendance in the school district, the District Administrator will be responsible for all matters relating to school attendance and truancy. The school attendance officer will also designate an attendance officer for each attendance center in the district to assist him/her in complying with all requirements of the attendance statutes.

The building Principal and/or Associate Principal is responsible for the following:

1. Making daily determinations of absences and deciding whether they are to be considered "excused" or "unexcused."
2. Filing an annual report with the state regarding total number of absences in each school.
3. Notifying the parents of a child's truancy and directing the parents to return the child to school no later than the next day on which school is in session, or alternatively, to provide an excuse for the absence.
4. Making visitations to places of employment to ascertain minor's employment contrary to law.
5. Initiating proceedings against the child and/or parent in response to truancy.

Enforcement

When a child displays tendencies toward truancy or, in fact, becomes habitually truant, the school district may initiate legal action against the parents pursuant to Section 118.15 of the Wisconsin Statutes. However, prior to any such legal proceeding, the appropriate school personnel will:

- A. Meet or **attempt** to meet, with the child's parents to attempt to resolve the problem.
- B. Provide an opportunity for educational counseling to determine the appropriateness of the child's educational program.
- C. Evaluate the child to determine whether learning problems may be a cause of the child's truancy.
- D. Conduct an evaluation to determine whether social problems may be a cause of the child's truancy.

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.

LEGAL REF.: 118.15 and 118.16 Wisconsin Statutes
Section 48.24 of the Juvenile Code

Eligibility for After School Events

Students who are absent from school for more than half the day are not eligible for after-school activities on that day.



FREEDOM AREA SCHOOL DISTRICT

Public Notice of Pupil Nondiscrimination

It is the policy of the Freedom Area School District that no pupil may be denied admission to any public school in this district, be denied participation in, benefits of, or be discriminated against in any school district curricular, extracurricular, pupil service, recreational, or other program or activity because of the pupil's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap, or homeless student status as defined by Sec. 118.13, Wis. Stat. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the McKinney-Vento Homeless Education Assistance Act. The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is also available. To discuss allegations of pupil discrimination or to file a formal complaint of pupil discrimination, please contact:

Sara Hechel
Director of Special Education
Freedom Area School District
N4021 County Road E
Freedom, WI 54130-7593
Phone: (920) 788-7948

Pupil Discrimination Complaint Procedure

Any adult person believes the Freedom Area School District, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, and/or Section 504, or in some way discriminates against any District pupil on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap, or homeless student status, may bring forward a complaint as outlined below:

Special Education Discrimination Complaint

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a special education disability shall be processed in accordance with established appeal procedures outlined in the district's special education board policy.

Informal Procedure

Anyone who believes he/she has a valid basis for a pupil discrimination complaint is encouraged to contact the school principal of the school in which the student attends in an attempt to informally resolve the issue. If the issue cannot be informally resolved to the complainant's satisfaction, a formal written complaint form may be obtained from, and submitted to, the school district Director of Pupil Services at N4021 County Road E, Freedom, WI 54130-7593.

Formal Complaint Procedures for Title IV, Title IX, Section 504, and WI Statutes Section 118.13

1. The Director of Pupil Services, upon receiving a written complaint, shall immediately undertake an investigation of the alleged discrimination. The Director of Pupil Services shall obtain information from relevant parties involved, formulate a conclusion and resolution, and respond in writing to the complainant within ten (10) business days of receiving the written complaint.
2. If the complainant is dissatisfied with the decision of the Director of Pupil Services, he/she may appeal the decision in writing to the District Administrator within five (5) business days of receiving the written response from the Director of Pupil Services. The District Administrator shall obtain information from relevant parties involved, formulate a conclusion and resolution, and respond in writing to the complainant within ten (10) business days of receiving the written complaint.

3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School Board within five (5) business days of receiving the written response from the District Administrator. The School Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing after the hearing with copies mailed or delivered to the complainant and District Administrator within ten (10) business days of this meeting.
4. The complainant shall be notified of the right to appeal any unfavorable determination by the School Board to the United States Office of Civil Rights and/or Wisconsin State Superintendent of Public Schools and the procedures for initiating such an appeal.

As authorized by law, nothing in these procedures shall preclude individuals from filing discrimination complaint directly to the Office of Civil Rights (Office of Civil Rights, Region V, US Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601) and /or the Wisconsin Superintendent of Public Schools (State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, PO Box 7841, Madison, WI 53707)

MAINTENANCE OF COMPLAINT RECORDS

Records of all complaints shall be kept for purpose of documenting complaints, resolutions, compliance, and past practices. These records shall include information of all written complaints, disposition of complaint, appeals, and dispositions of complaint appeals. These records shall include:

1. The name of student the complaint was filed on behalf of
2. The name of the adult complainant and his/her title or status
3. The date the complaint was filed
4. The specific allegation made and any corrective action requested by the complainant
5. The name(s) of respondent(s)
6. The levels of processing followed, the resolution, date(s), and decision-making authority at each level
7. A summary of facts and evidence presented by each party involved
8. A statement of the final resolution and the nature and date(s) of any corrective or remedial action

PUPIL EQUAL EDUCATIONAL OPPORTUNITIES

The District is committed to providing the best education possible for every student in the District for as long as the student can benefit from attendance in the district and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability/handicap.

Children of homeless parents /guardians and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

Parents Right of Request Program Modifications

The parent has the right to request for their student a program or curriculum modification and the procedures used in responding to such a request. (Policy 2240) Wis. Stats. 119.15(1)(d)

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the school district Director of Pupil Services (N4021 County Rd E, Freedom WI 54130-7593) and processed in accordance with District established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper, school building student and staff handbooks, and posted in each school in the District. In addition, a student nondiscrimination statement shall be included in student course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

LEGAL REF.: Section 118.13, Wisconsin Statutes

PI 9, Wisconsin Administrative Code

Title IX, Education Amendments of 1972

Title VI, Civil Rights Act of 1964

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Individuals with Disabilities Education Improvement Act (2004)

Civil Rights Act of 1991

McKinney-Vento Homeless Education Assistance Act

Student Behavior

Discipline

The main goal of school is education. Any student preventing another student or himself/herself from reaching that goal will be disciplined. The school protects a student's right to an education without interference. It is the policy of the Freedom School District that all disciplinary actions including suspensions and expulsions are to be administered without regard to a person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Bullying

Bullying occurs whenever anyone intentionally, repeatedly, and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body, feelings, or possessions. Bullying will be treated with very serious consequences that may include but is not limited to, in school or out of school suspension. Students and parents should report incidents of bullying to any staff member or by completing the Bully Incident Report form on the school website.

(Policy 5517.01)

Accommodations of Sincerely Held Religious Beliefs

If the class content or activities conflicts 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. The rules and complaint process including your right to appeal can be located on-line under Policy 2270. (Also reference 9130 & 8800)

Drug Free Schools

Tobacco-Free Schools

It is the policy of the school district that all use of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the district's facilities and on school grounds. It is further the policy of the school district that the use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles owned, leased or operated by the district.

Alcohol and Other Drugs

It shall be a violation of school district policy for any student of the Freedom School District to attend any school related activity (home or away) while having in his/her possession or while under the influence of any of the following:

- A. Controlled substances or intoxicants
- B. Mood altering substances
- C. Substances that are represented as drugs or intoxicants
- D. Drug related paraphernalia

A copy of the full policy is available on the Freedom Area School District website.

PUPIL SERVICES INFORMATION

The School District of Freedom, Department of Pupil Services provides the following educational support services and programs to assist students in maximizing their school educational experience:

Families & Schools Together (FAST) Program
Gifted and Talented Program
Homebound Instruction
Homeless Student Services
Parent Education Programs
Child Development Screening
Pupil Equity, Discrimination, and Harassment Compliance Services
Rehabilitation Act of 1973 (Section 504) Compliance
School Counseling Services
School District Crisis Plan Services
School Nursing Services
School Psychological Services
Special Education Programs
Student At-Risk Service



Pupil Records

The Freedom School District maintains educational relevant pupil records on all school district students. These pupil records are maintained consistent with state and federal pupil records statutes and prohibit disclosure of most pupil records without written consent of parent or adult student. Access to these pupil 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 pupil records is posted in the pupil records area of the school office.

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

Progress Record: Pupil’s grades, listing of courses taken, attendance record.

Pupil Physical Health Record (confidential record): Basic health information of pupil, immunization record, emergency medical card, athletic permit card, record of pupil’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 (confidential record - authored by any public school district personnel):

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

Patient Health Care Record (confidential and restricted access record): Any pupil record relating to a pupil’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 health care provider (nurse, chiropractor, dentist, physician, podiatrist, PT, OT, optometrist, pharmacist, psychologist, social worker, Speech Therapist, audiologist, etc).

Student Intervention Team (SIT)

The Student Intervention Team is comprised of the principal, associate principal, school psychologist, teachers, and school counselor. In addition, the school nurse, and other school specialists serve as SIT members on an as needed basis. The SIT will be responsible for maintaining pupil records for all students referred for intervention.

Student Grade Level Retention

The Freedom School District is committed to learning for all students. However, under certain circumstances, students may be considered for grade level retention if they do not demonstrate learning state standards. Grade level retention consideration is initiated by the classroom teacher and forwarded to the Student Intervention Team (SIT).

Freedom Area School District

MEDICATION PROCEDURE

- I. Students requiring medication at school shall be identified to the School Nurse by the parent/ guardian.
 - A. **Prescription Medication**
 - 1. For any prescription medication, forms by the physician and the parent/guardian allowing school personnel to give the medication must be properly filled out and brought by the parent/guardian on the first day that the medication is to be given at school.
 - 2. The original medication bottle from the pharmacy shall be given to school personnel for dispensing to the student. The label on the bottle shall contain the name and telephone number of the pharmacy, the student’s name, name of physician, medication name, and the dosage to be given. With any refill of medication, a newly updated medication bottle is required from the pharmacy.
 - 3. All prescription medication must be brought to school by the parent/guardian. When the medication is discontinued or at the end of the year, the parent/guardian is responsible for picking up the medication. If the medication is not picked up within two weeks after school is out or medicine is discontinued, the medication will be properly discarded.
 - B. **Non-Prescription Medication**
 - 1. The non-prescription medication must be supplied by the student’s parent/guardian in the manufacturer’s package and the package must list the ingredients and recommended therapeutic dose in a legible format. School personnel may administer any drug which may lawfully be sold over the counter, without a prescription, to a student with the written consent and written instructions given by the parent/guardian.
 - 2. A student may be administered a non-prescription medication in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student’s physician.

- II. If more information is required by school personnel for the safety and protection of the student on a medication, the physician or parent/ guardian will be contacted before administration of the medication.
- III. All medication will be kept in a locked cabinet or other safe place at each school.
- IV. The School Nurse maintains an accurate medication file which includes all the necessary written forms on each student receiving a medication.
Periodic review of the written instructions will be made annually by the School Nurse.
Daily records on administering medications are maintained in the office of each school. This record includes type of medication, dosage, date, time given and duration.
- V. Administration of medication will be by the School Nurse or trained personnel designated by the building principal.
- VI. It is the obligation of the parent/ guardian to provide written notice from the physician of any changes in dosage or discontinuation of medication.
- VII. For the safety and protection of students, natural products will not be given in the school setting, unless approved by the FDA and the following criteria are met:
 - 1. A properly labeled container is provided.
 - 2. Use for children is indicated.
 - 3. Appropriate dosing for children is clearly stated.
 - 4. Possible side effects are listed.
 - 5. Parent/guardian signature is provided.
 - 6. Student's physician will be notified of parent/guardian request for natural products to be given at school to verify safe use with any currently prescribed or over the counter medication the student is taking.

NO MEDICATION WILL BE GIVEN IF PROPER PROCEDURE IS NOT FOLLOWED.

School District Crisis Response Plan

The Freedom School District 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 by the school district Superintendent and coordinated by the school district Director of Pupil Services.

Suspension of Students

The District Administrator or any principal or teacher designated by the District Administrator makes rules and may suspend a pupil for not more than five (5) school days, or, if a notice of expulsion hearing has been set under par. © or (e) or s. 119.25, for not more than a total of fifteen (15) consecutive school days for noncompliance with such rules or School Board rules, or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or for conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or School Board member of the school district in which the pupil is enrolled. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension.

The pupil may be suspended if it is determined that the pupil is guilty of noncompliance with such rule, or of the conduct charge, and that the pupil's suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason for the suspension. The suspended pupil or pupil's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference

with the District Administrator or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school.

If the District Administrator or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within fifteen (15) days of the conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period, as provided in the attendance policy established under s.118.16 (4) (a).

LEGAL REF.: 120.13(1)(b) Wisconsin Statutes

119.25 Wisconsin Statutes

118.16(4)(a) Wisconsin Statutes

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 object that 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, cap gun, popper, war souvenir, or any other object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

LEGAL REF.: 18 USC 921(a)(3)

20 USC 8921(d)(1)

JICI-E (1-4) EEN Students with Firearms

JK-E Rules Governing EEN Students

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 service agencies within the following guidelines.

Social Worker/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.

LEGAL REF.: 48.19, 48.981, 118.257, 120.12(1), 120.13(1)(a) and 120.44 Wisconsin Statutes

Building Care

It is everyone's duty to keep the building as neat and clean as possible.

Use of the Gym

Students are not allowed in the gym unless supervised by a teacher or another adult. Students must wear gym shoes in the gym during physical education classes. Shoes are to be labeled with the student's name on the reverse side of the tongue of both shoes.

Bathrooms

Bathrooms are to be kept neat and orderly. Any items not functioning properly should be reported. Tampering with the facilities will not be tolerated.

Desk Inspection

Desks are owned and controlled by the school district for the use and benefit of students. School officials retain the right to periodically inspect contents of desks.

Health/Safety

Required Immunizations

All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within thirty (30) days of admission to school. (Waivers are available for health, religious or personal conviction reasons.) Schools are required to notify the District Attorney of any minor student who fails to comply with this law within thirty (30) days of admission. All required immunizations are to be completed within one year of admission. If you have any questions or need assistance in this regard, please contact school nurse.

First Aid

In the case of injury, students are to report immediately to their classroom teacher or the person in charge of the playground. They will be sent to the office. The teachers need to get proper information from students for accident reports, parents are asked to report doctor's treatment from a child injured at school.

Student Illnesses – Regular School Hours

Students are not to be sent to school if they are ill. In the event students become ill while at school, staff members are to bring students to the office and office personnel will notify parents or persons designated to act on their behalf to come to school to pick up the ill student. Students must be fever/illness free without the aid of fever reducing medication for **24 hours** before returning to school.

PEDICULOSIS (Head Lice) FASD Board Policy 8451 Adopted 6/18/2012

The District practices a policy of no nits as a criteria for return to school.

Extra -Curricular Activities / Field Trips

In the event a student becomes seriously ill at a school activity held outside of regular school hours, supervisors of activities are responsible for notifying parents or their designees and for assuring the safety of the sick student until parents or their designees arrive.

The teacher or coach in charge of the activity has the authority to contact rescue squads as deemed necessary. Supervisors are to complete injury reports for all accidents to be filed in the appropriate school office. No student with a head injury, no matter how minor, should be released from school without parent notification.

Accidents – Regular School Hours

In the event of minor scrapes, etc., students are to be sent to the school office. In the event of serious injuries, each building has a trained emergency response team that can be contacted through school offices. All members of the team are C.P.R. and First Aid certified. Any member of an emergency response team has the authority to contact the rescue squad.

Student Life-Threatening/ Communicable Diseases

The Freedom Area School District assists 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. School district personnel (principals, teachers, nurse, counselors, social workers, and other support staff) are responsible for reporting communicable diseases to the local health officer (Outagamie County Community Health Department). Pupils who are suspected of having communicable diseases may be sent home by the school administration. The parents will be notified as soon as practicable of any student who is suspected of having a communicable disease.

Records/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.

References: Wisconsin Statutes 103.15, 143.02, 143.03, 143.12, 118.13

Information and Recommendations on Preventing the Transmission of HTLV-III in the School Setting State of Wisconsin Department of Health and Social Services

Asbestos Management Plan

This notice is to inform you that the Freedom Area School District submitted an Asbestos Management Plan as required by AHERA. The complete management plan is available for inspection in the District office. Building specific plans are available in the office of the particular building. The plans may be reviewed by appointment during regular business hours only when such appointment is made with the designated person at least one (1) working day in advance. Any request to view the plan will be honored by the district within five (5) working days of the receipt of such request. Copies of the plan are available upon request five (5) days written request.

Fire Drills

Fire drills will be conducted throughout the school year. At the sound of the fire alarm everyone is to leave the building immediately, walking in single file and without talking. Fire drill procedures are posted in each room.

Severe Weather Drills

Severe weather drills may be conducted at any time. In the event of a tornado, high wind, or other potentially dangerous form of severe weather, a warning will be broadcast over the intercom. At that time, all talking is to cease, and teachers are to direct their students to designated shelter areas. Designated areas will be posted in each room. (If caught by surprise, children are to move to an inside wall and crouch down, covering their heads with their hands.)

Student Dress

Student Dress

Our school does not condone a strictly informal atmosphere, therefore, the students are expected to dress in good taste and maintain good grooming habits. Students **may not** wear pajamas to school as regular dress code attire. We encourage proper dress for the type of weather we are having; (example: boots, mittens, coats, scarves and hats in cold weather.) Prime responsibility of proper dress rests with the parents. Improper clothing is not an excuse for staying inside. Properly labeled clothing prevents the loss of such clothing. Flip flops are discouraged due to safety. **No hats** are allowed except during school spirit activities, as it is a distraction to learning.

All apparel must indicate a desire to conform to accepted standards of decency. A general rule is that any type of wearing apparel that distract from the learning process will not be accepted.

General Apparel Guidelines:

No hats are to be worn in the school building unless school activity

All caps, jackets, and other garments intended for outdoor wear will remain on classroom hooks

Pants, trousers, blouses, shirts and any other outer garments must be worn in an appropriate manner

District Transportation

SCHOOL BUS RULES AND REGULATIONS:

State law requires that the district transports everyone who lives over two miles from school. The driver has authority to administer the rules (see Transportation Handbook below) and to assign a student to a particular seat. Any student who fails to follow bus regulations will be reported to the principal by using a bus discipline slip.

Students may only ride their assigned bus. This includes early and emergency dismissal days. All 4 Kindergarten through grade 12 students will not be discharged at places other than the regular drop-off points unless proper written authority to do so comes from the parents or school officials.

BEFORE BOARDING THE BUS:

1. Please be at your designated stop 5 minutes prior to the busses 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. In boarding while the bus is on the road, check to be sure no traffic is approaching, wait for a signal from the bus driver, and cross at least ten feet in front of the bus.

WHILE ON THE BUS:

1. Always follow the directions of the bus driver.

2. Do not manipulate younger children in order to get a seat. If assigned to a seat, go directly there and sit down.

3. While the bus is in motion, no standing or changing of seats.

4. Always be courteous to fellow students, the bus driver, and passersby. Respect others and their property.

5. The use of profane, or immoral language, threatening others, harassment and/or abusive behavior will not be tolerated.

6. Refrain from loud singing, yelling, cheering, etc. that could divert the driver's attention.

7. Throwing things (including water) on the bus and out of the windows is strictly prohibited.

8. 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 and dropped off at school.

9. Any damage to the bus or bus equipment caused by a student will be paid for by the student and his/her parents.

10. The emergency door is for emergency evacuation only. Remain in your seat in case of road emergency unless directed to do otherwise by the driver.

11. No smoking or alcohol is allowed. Eating, chewing gum or drinking (except water) is allowed only with driver's permission. All garbage needs to be picked up. Students must be responsible for a clean bus.

12. Once you have boarded the bus at school, you are not allowed to go back in to school for forgotten items.

13. To help substitute drivers on unfamiliar routes, students are asked to come to the front of the bus before their stop.

14. 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 steps 1 and 2 have 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:

Such suspensions will be determined by the respective school officials.

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

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 remainder of school year

Video cameras are located on some buses for discipline purposes.

Only authorized personnel from the bus company and the school district will view the films.

With Principal's authorization, 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:

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

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

GENERAL GUIDELINES:

1. Notification In Case of Inclement Weather: school officials and Lamers use weather reports from the Highway Dept. and Sheriff's Dept., the National Weather Service and the local road spotters in making a decision to cancel school. Parents are asked to not call Lamers, school, or bus drivers. Please listen to local radio and TV stations. Buses will travel on plowed roads only.
2. If your Elementary student will not be riding home on the bus on a particular day, you must write a note to the school requesting your child to be waiting in the office. If the school does not receive a written request, your child will be placed on the bus. If the student is **not** riding in the AM, please contact Lamers at 920-687-2671.
3. Your child can be picked up at one address and dropped off at another but pick up and drop off sites must be consistent each day.
4. Parents of 4Kindergarten and Kindergarten children must have someone visible at the drop-off site.
5. Any lost items on the bus will be kept for one week in the front of the bus. After this time, the drivers will dispose of any articles at their discretion or may take them to the schools.
6. Early Dismissal Due to Weather: If there is a need to send students home early in the school day because of deteriorating road conditions, the school generally releases the students after the lunch hour. Please make sure you have filled out your Early Dismissal Form.
7. Should the school bus have to turn around in your driveway, please keep it clear of vehicles, snow, and garbage cans.

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.

Students

Records

The Freedom Area School District, in accordance with Section 118.125 or Wisconsin Statutes, adopts the following policy relative to the handling of student records.

The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his/her qualified designee, who will then determine whether inspection or transfer is permitted under this policy. The building principal or his/her qualified designee shall be present to interpret behavioral records.

Admissions

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

Standards and Rules of Behavior

It is the policy of the Freedom Area School District that all standards and rules of behavior in any public school in this district are to be applied equally to all persons and no person is to be harassed because of that person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Disciplinary Actions

It is the policy of the Freedom Area School District that all disciplinary actions including suspensions and expulsions, are to be administered without regard to a person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Instructional and Library Materials Selection

It is the policy of the Freedom Area School District that no instructional or library/media materials will be selected or received in any public school in this district that discriminates against a person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wisconsin Statutes. Instructional materials, texts, and library services selected will reflect the cultural diversity and pluralistic nature of American society as required by s. 121.02 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Facilities

It is the policy of the Freedom Area School District that no student enrolled in any public school in the district will be denied the use of or access to any facility because of that student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Athletic Programs/Activities

It is the policy of the Freedom Area School District that no student enrolled in any public school of the district will be denied participation in any athletic program or extra-curricular activity because of that person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established procedures.

Food Service Programs

It is the policy of the Freedom Area School District that food service programs shall be available to all students enrolled in the public schools of the district without regard to the student's age, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13 Wisconsin Statutes. Complaints involving this policy shall be processed in accordance with established practices.

ANNUAL NOTICES

Parent's Right To Inspect Instructional Materials Policy 9130

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.

PERSONAL COMMUNICATION DEVICES Policy 5136

At the discretion of the building principal, students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

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

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

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

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

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

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

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

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

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

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

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

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

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 reoccurrence, 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 Characteristic. 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 program;
- 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; and
- 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 work place, 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 she/he 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 individual 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"). Contact the District Office to file a Complaint under FERPA (Policy ag8330) if you feel your rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated.

Dr. Jill Mussett
District Administrator
920-788-7944
N4021 County Road E.
Freedom, WI 54130
jmussett@freedomschools.k12.wi.us

Sara Hechel
Director of Special Education
920-788-7948
N4021 County Road E.
Freedom, WI 54130
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 s/he/them 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 she/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, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed 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, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. 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 she/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 investigation 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 she/he learns or that she/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 reoccurrence, 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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