

**FREEDOM  
MIDDLE SCHOOL  
STUDENT/PARENT HANDBOOK  
2017 – 2018**



**R - Respect  
E - Enthusiasm  
A - Achievement  
C - Citizenship  
H - Hard Work**

**Freedom Middle School  
N4021 County Road E  
Freedom, WI 54130-7593  
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# **FREEDOM MIDDLE SCHOOL**

## **2017-2018**



Dear Students and Parents/Guardians,

Welcome to Freedom Middle School. Everyone at Freedom Middle School is looking forward to working together to provide each of our students with rigorous and relevant learning experiences. Our goal is to provide students with the academic and social support needed to build foundations for success. We are excited to have the opportunity to work with each of you!

This handbook serves as a guide for students and parents/guardians as one way to provide you with the necessary information about Freedom Middle School's policies and practices. Included are the school rules, specific expectations, and the information necessary to provide a safe and orderly learning environment for all. Please take the time to discuss this handbook together. Teachers will be discussing it with students as well.

I certainly welcome your questions and suggestions regarding the rules and policies of the school. Please feel free to contact me at any time. I sincerely look forward to working with each and every one of you.

Yours in education,

Mr. Ken Fisher  
Principal, Freedom Middle School

## Freedom Middle School School Calendar 2017-2018



| Date                                | Time                                   | Event  | Location                      |
|-------------------------------------|--|--|-------------------------------|
| Tuesday, August 15, 2017            | 1:00pm-7:00pm                          | 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Registration | Green Gym/FHS Lobby           |
| Wednesday, August 16, 2017          | 8:00am-5:00pm                          | 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Registration | Green Gym/FHS Lobby           |
| Tuesday, August 29, 2017            | 6:00pm-7:30pm                          | FMS Open House   | Field House 6:00pm            |
| Tuesday, September 5, 2017          | 7:55am-3:21pm                          | First Student Day–Welcome Back   | Freedom Middle School         |
| <b>Wednesday, September 6, 2017</b> | <b>Core Math Classes</b>               | <b>STAR Math Screening</b>   | <b>MS/HS Computer Labs</b>    |
| Thursday, September 7, 2017         | 9:00am-11:00am                         | PBS Focus Day  | Classrooms/Field house        |
| <b>Friday, September 8, 2017</b>    | <b>Core English/Literature Classes</b> | <b>STAR Reading Screening</b>  | <b>MS/HS Computer Labs</b>    |
| Monday, September 11, 2017          | 5:00pm-6:30pm                          | MAPSS student/parent meeting   | Resource Center               |
| Tuesday, September 12, 2017         | 7:55am-3:21pm                          | Student ID, missed registration  | FHS Lecture Hall              |
| Friday, September 15, 2017          | 1:30pm-3:00pm                          | Fund Raiser Kick Off Meeting   | High School Lecture Hall      |
| Monday, September 18, 2017          | 7:15pm                                 | School Board Meeting   | Board Meeting Room            |
| Wednesday, September 27, 2017       | 3:21pm                                 | Fundraiser Ends  | NA                            |
| Monday, October 2, 2017             | NA                                     | Entertainment Book Sale Starts   | Sent home with students       |
| Friday, October 6, 2017             | 7:55am-12:30pm                         | Early Release, 12:30pm Dismissal                                       | FES, FMS, FHS                 |
| Monday, October 9, 2017             | 5:00pm-6:30pm                          | MAPSS student/parent meeting   | Resource Center               |
| Wednesday, October 11, 2017         | 3:21pm                                 | 1 <sup>st</sup> Mid Quarter Progress Report                            | Sent home with students       |
| Monday, October 16, 2017            | 7:15pm                                 | School Board Meeting   | Board Meeting Room            |
| Tuesday, October 24, 2017           | 2:30pm-6:00pm                          | Fund Raiser product delivery   | Cafeteria                     |
| Wednesday, October 25, 2017         | 4:00pm-7:15pm                          | Parent/Teacher Conferences   | Cafeteria                     |
| Thursday, October 26, 2017          | 4:00pm-7:15pm                          | Parent/Teacher Conferences   | Cafeteria                     |
| Friday, October 27, 2017            | NA                                     | No School Conference Break   | NA                            |
| Tuesday, October 31, 2017           | AM Performance                         | Irish Band concert   | Freedom Elementary School     |
| Tuesday, November 7, 2017           | 8:15am-8:45am                          | Principal's Pen Breakfast  | Cafeteria                     |
| <b>Tuesday, November 7, 2017</b>    | <b>NA</b>                              | <b>End of 1<sup>st</sup> Quarter</b>                                   | <b>FASD</b>                   |
| Wednesday, November 8, 2017         | NA                                     | No School Staff Work Day   | FASD                          |
| Friday, November 10, 2017           | 1:00pm-2:30pm                          | Veteran's Day Assembly   | Field House                   |
| Monday, November 13, 2017           | 5:00pm-6:30pm                          | MAPSS student/parent meeting   | Resource Center               |
| Monday, November 20, 2017           | 7:15pm                                 | School Board Meeting   | Board Meeting Room            |
| Thursday, November 23, 2017         | NA                                     | No School Thanksgiving Break   | NA                            |
| Friday, November 24, 2017           | NA                                     | No School Thanksgiving Break   | NA                            |
| Monday, December 4, 2017            | 7:00pm-8:30pm                          | MS/HS Winter Band Concert  | Field House                   |
| Wednesday, December 6, 2017         | NA                                     | 2 <sup>nd</sup> Mid Quarter Progress Report                            | Sent home with students       |
| Thursday, December 7, 2017          | AM Performance                         | Irish Band Concert   | FES                           |
| Monday, December 11, 2017           | 7:00pm-8:30pm                          | MS/HS Winter Choir Concert   | Field House                   |
| Monday, December 18, 2017           | 7:15pm                                 | School Board Meeting   | Board Meeting Room            |
| Friday, December 22, 2017           | 7:30am-12:30pm                         | Fund raiser Big Blast Party  | Field House/12:30pm Dismissal |
| Monday, December 26, 2017           | NA                                     | No School  | Winter Break                  |
| Tuesday, December 27, 2017          | NA                                     | No School  | Winter Break                  |
| Wednesday, December 28, 2017        | NA                                     | No School  | Winter Break                  |
| Thursday, December 29, 2017         | NA                                     | No School  | Winter Break                  |
| Friday, December 30, 2017           | NA                                     | No School  | Winter Break                  |
| Tuesday, January 2, 2018            | 7:55am-3:21pm                          | School Resumes   | FMS                           |
| <b>Wednesday, January 3, 2018</b>   | <b>Core Math Classes</b>               | <b>STAR Math Screening</b>   | <b>MS/HS Computer Labs</b>    |
| <b>Friday, January 5, 2018</b>      | <b>Core English/Literature Classes</b> | <b>STAR Reading Screening</b>  | <b>MS/HS Computer Labs</b>    |
| Monday, January 8, 2018             | 5:00pm-6:30pm                          | MAPSS student/parent meeting   | Resource Center               |
| Monday, January 15, 2018            | 7:15pm                                 | School Board Meeting   | Board Meeting Room            |
| Wednesday, January 17, 2018         | TBD                                    | Local Solo Ensemble Irish Bands  | FHS/FMS                       |
| <b>Friday, January 19, 2018</b>     | <b>NA</b>                              | <b>End of 2<sup>nd</sup> Quarter</b>                                   | <b>FASD</b>                   |
| Saturday, January 20, 2018          | NA                                     | NBA-WC Honors Band   | TBD                           |
| Monday, January 22, 2018            | NA                                     | No School Staff Work Day   | FASD                          |
| Tuesday, January 23, 2018           | 6:00pm-7:30pm                          | NHD Exhibit Preview Night  | Field House                   |

| Date                             | Time                                   | Event                                       | Location                     |
|----------------------------------|--|---|------------------------------|
| Wednesday, January 24, 2018      | 8:00am-2:30pm                          | NHD Student Presentations                   | Field House                  |
| Friday, January 20, 2018         | NA                                     | No School                                   | Records day/Teacher work day |
| Tuesday, February 6, 2018        | 8:05am-8:45am                          | Principal's Pen Breakfast                   | Cafeteria                    |
| Monday, February 12, 2018        | 5:00pm-6:30pm                          | MAPSS student/parent meeting                | Resource Center              |
| Monday, February 19, 2018        | 7:15pm                                 | School Board Meeting                        | Board Meeting Room           |
| Tuesday, February 20, 2018       | 3:21pm                                 | 3 <sup>rd</sup> Mid Quarter Progress Report | Sent home with students      |
| Wednesday, February 21, 2018     | 4:15pm-8:45pm                          | Parent/Teacher Conferences                  | Cafeteria                    |
| Thursday, February 22, 2018      | 7:55am-12:30pm                         | Early Release                               | 12:30pm Dismissal            |
| Friday, February 23, 2018        | NA                                     | No School                                   | Conference Break             |
| Saturday, March 3, 2018          | TBD                                    | Solo & Ensemble Festival                    | TBD                          |
| Monday, March 12, 2018           | 5:00pm-6:30pm                          | MAPSS student/parent meeting                | Resource Center              |
| Tuesday, March 13, 2018          | TBD                                    | Cadet Band Recital                          | Band Rehearsal Room          |
| Wednesday, March 14, 2018        | TBD                                    | Cadet Band Recital                          | Band Rehearsal Room          |
| Monday, March 19, 2018           | 7:15pm                                 | School Board Meeting                        | Board Meeting Room           |
| Monday, March 19, 2018           | NA                                     | Forward Exam Test Window Open               | NA                           |
| Wednesday, March 21, 2018        | 12:00-3:30                             | 7 <sup>th</sup> Grade Career Day            | Field House                  |
| Friday, March 23, 2018           | 7:00pm                                 | MS Musical                                  | HS Lecture Hall              |
| Saturday, March 24, 2018         | 7:00pm                                 | MS Musical                                  | HS Lecture Hall              |
| <b>Tuesday, March 27, 2018</b>   | <b>NA</b>                              | <b>End of 3<sup>rd</sup> Quarter</b>        | <b>FASD</b>                  |
| <b>Wednesday, March 28, 2018</b> | <b>NA</b>                              | <b>No School</b>                            | <b>Teacher work day</b>      |
| <b>Thursday, March 29, 2018</b>  | <b>NA</b>                              | <b>No School</b>                            | <b>Spring Break</b>          |
| <b>Friday, March 30, 2018</b>    | <b>NA</b>                              | <b>No School</b>                            | <b>Spring Break</b>          |
| Tuesday, April 3, 2018           | 8:05am-8:45am                          | Principal's Pen Breakfast                   | Cafeteria                    |
| Monday, April 9, 2018            | 5:00pm-6:30pm                          | MAPSS student/parent meeting                | Resource Center              |
| Monday, April 16, 2018           | 7:15pm                                 | School Board Meeting                        | Board Meeting Room           |
| Friday, April 27, 2018           | 7:55am-12:30pm                         | Early Release                               | 12:30pm Dismissal            |
| <b>Tuesday, May 1, 2018</b>      | <b>Core Math Classes</b>               | <b>STAR Math Screening</b>                  | <b>MS/HS Computer Labs</b>   |
| Wednesday, May 2, 2018           | NA                                     | 4 <sup>th</sup> Mid Quarter Progress Report | Sent home with students      |
| <b>Thursday, May 3, 2018</b>     | <b>Core English/Literature Classes</b> | <b>STAR Reading Screening</b>               | <b>MS/HS Computer Labs</b>   |
| Friday, May 4, 2018              | NA                                     | Forward Exam Window Closes                  | NA                           |
| Monday, May 7, 2018              | 7:00pm-8:30pm                          | MS/HS Spring Band Concert                   | Field House                  |
| Monday, May 14, 2018             | 7:00pm-8:30pm                          | MS/HS Spring Choir Concert                  | Field House                  |
| Tuesday, May 15, 2018            | 8:15am-8:45am                          | Principal's Pen Breakfast                   | Cafeteria                    |
| Tuesday, May 15, 2018            | 5:00pm-6:30pm                          | MAPSS student/parent meeting                | Resource Center              |
| Monday, May 21, 2018             | 7:15pm                                 | School Board Meeting                        | Board Meeting Room           |
| Friday, May 25, 2018             | 8:15pm-3:15pm                          | 8 <sup>th</sup> Grade Field Trip            | Veteran's Home King, WI      |
| Sunday, May, 27, 2018            | 1:00pm-3:00pm                          | Freedom High School Graduation              | Field House                  |
| Monday, May 28, 2018             | NA                                     | No School                                   | Memorial Day                 |
| Wednesday, May 30, 2018          | 6:30pm-8:00pm                          | 8 <sup>th</sup> Grade Recognition Night     | Field House                  |
| Thursday, May 31, 2018           | 9:30am-3:21pm                          | All School Field Trip                       | Bay Beach – Green Bay        |
| Friday, June 1, 2018             | 8:15am-9:30am                          | All School Awards Assembly                  | Field House                  |
| <b>Friday, June 1, 2018</b>      | <b>7:55am-12:30pm</b>                  | <b>Final Student Day</b>                    | <b>12:30pm Dismissal</b>     |
|                                  |  |   |                              |
|                                  |  |   |                              |

**2017-2018**  
**Freedom Middle School**  
**Professional Development Time**  
**Early Release Days (12:30 PM Dismissal)**  
**October 6, 2017**  
**December 22, 2017**  
**February 22, 2018**  
**April 27, 2018**

**2017-2018**  
**Freedom Middle School**  
**Parent/Teacher Conference Dates/Times**  
 October 25 Parent/Teacher Conferences (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>) Cafeteria 4:00pm-7:15pm  
 October 26 Parent/Teacher Conferences (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>) Cafeteria 4:00pm-7:15pm  
 February 21 Parent/Teacher Conferences (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>) Cafeteria 4:15pm-8:45pm

## **NON-DISCRIMINATION AND COMPLAINT PROCEDURE**

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

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

**Kevin Kilstofte-District Administrator  
Freedom Area School District  
N4021 County Road E  
Freedom, WI 54130-7593**

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

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

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

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

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

## TABLE OF CONTENTS

|  |    |  |    |
|--|----|--|----|
| Middle School Staff                                      | 06 | Handbook Rules                                       | 34 |
| Mission, Vision, and Core Values Statement               | 07 | Harassment Complaint Procedure                       | 34 |
| Student/Parent/Guardian Handbook                         | 08 | Health & Safety                                      | 40 |
| Academic Honesty Program                                 | 08 | Homework Policy                                      | 40 |
| Accepting Your Personal Best                             | 08 | Honor Level System (Behavior infractions tracking)   | 41 |
| Activities   | 09 | *Confidentiality of Investigations                   | 41 |
| Admission Policy   | 09 | *Due Process   | 41 |
| Alcohol and Other Drug Abuse Policy                      | 10 | Honor Roll   | 42 |
| Asbestos Management Plan                                 | 11 | Immunization Requirements                            | 42 |
| Athletic Physicals                                       | 11 | Injuries   | 42 |
| Attendance Policy  | 12 | Insubordination                                      | 42 |
| Automatic External Defibrillator (AED)                   | 14 | Internet/Network/Computer Safety                     | 43 |
| Backpacks & Bags   | 15 | Laser Devices  | 45 |
| Battery  | 15 | Lockers – Gym  | 45 |
| Bully Violence   | 15 | Lockers – Hallway                                    | 45 |
| Bus Behavior Guidelines                                  | 15 | Locker Room Privacy                                  | 45 |
| Busing – District Transportation Policy                  | 16 | Locker Searches                                      | 46 |
| Busing Routes  | 17 | Lost & Found   | 46 |
| Canine Units (Use of)                                    | 18 | Lunch  | 46 |
| Child Abuse/Neglect/Unexcused Absences                   | 18 | Media Center (Library)                               | 47 |
| Child Custody & Records                                  | 18 | Medication Administration                            | 47 |
| Cigarette Lighters                                       | 19 | Nuisance Policy                                      | 47 |
| Classroom Code of Conduct                                | 19 | Out of Assigned Area                                 | 48 |
| Closed Campus  | 20 | Personal Valuables                                   | 48 |
| Closing of School  | 21 | Phone Calls  | 48 |
| Communicable Diseases                                    | 21 | Physical Attack on Staff Member                      | 48 |
| Conduct Code for Co-Curricular Activities                | 21 | Possession of Stolen Property                        | 48 |
| Conduct At Co-Curricular Events                          | 24 | Profane Language                                     | 48 |
| Co-Curricular Eligibility form                           | 26 | Public Display of Affection                          | 49 |
| Crisis Response Plan                                     | 27 | Pupil Records  | 49 |
| Dances   | 27 | Retention  | 49 |
| Directory Information                                    | 27 | School Counseling Services                           | 50 |
| Discipline Policies                                      | 27 | School Starting/Ending Times                         | 50 |
| Discriminatory Acts                                      | 28 | School Wellness Policy                               | 50 |
| Disorderly Conduct                                       | 28 | Security Cameras                                     | 51 |
| Disrespect   | 28 | Sexual Assault                                       | 52 |
| Disciplinary Referral Form                               | 29 | Skateboards/Rollerblades/Tennis Shoe Skates          | 52 |
| Doctor/Dental Appointments                               | 30 | Sleeping in Class                                    | 52 |
| Dress Code   | 30 | Snowmobiles (Use of)                                 | 52 |
| Dress Code – Physical Education (PE)                     | 30 | Student Concerns, Complaints, & Grievances           | 52 |
| Drug-Free School Zone                                    | 31 | Student Fees   | 52 |
| Electronic-Communication Devices & Equipment             | 31 | Student Life-Threatening/Communicable Disease Policy | 53 |
| Emergency Drills (Fire, Severe Weather, Safety Lockdown) | 31 | Student Publications                                 | 54 |
| Emergency Nursing Services                               | 32 | Student Questioning by Non-School Personnel          | 54 |
| Employee Endangerment                                    | 32 | Substitute Teachers                                  | 55 |
| End of the Year Incentive Field Trips                    | 32 | Suspension & Expulsion                               | 55 |
| Expulsion of Students                                    | 32 | Textbooks  | 55 |
| False Reports  | 33 | Theft  | 55 |
| Fighting   | 33 | Threats or Intimidating Acts                         | 55 |
| Grading Periods  | 33 | Tobacco Use/Possession Policy                        | 56 |
| Grading Scale  | 33 | Truancy Policy                                       | 56 |
| Guided Study   | 34 | Vandalism/Criminal Damage                            | 57 |
| Gymnasium Use  | 34 | Visitors   | 57 |
| Hall Passes  | 34 | Weapons on School Premises                           | 58 |
| Hallway Misconduct                                       | 34 | FMS Promotion Policy                                 | 59 |

**FREEDOM MIDDLE SCHOOL STAFF**  
**FREEDOM MIDDLE SCHOOL TELEPHONE NUMBER: 788-7945**

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| <b>STUDENT SERVICES</b> |                           | <b>E-MAIL ADDRESS</b>  | <b>Phone Ext.</b> |
|-------------------------|---------------------------|--|-------------------|
| Jacklyn Drammeh         | FHS/FMS ESL Coordinator   | <a href="mailto:jdrammeh@freedomschools.k12.wi.us">jdrammeh@freedomschools.k12.wi.us</a>           | 2358              |
| Karen Kielpikowski      | School Guidance Counselor | <a href="mailto:kkielpikowski@freedomschools.k12.wi.us">kkielpikowski@freedomschools.k12.wi.us</a> | 2288              |
| Dr. Bob Barthell        | School Psychologist       | <a href="mailto:bbarthell@freedomschools.k12.wi.us">bbarthell@freedomschools.k12.wi.us</a>         | 3102              |
| Lisa Tuttle CESA 6      | Hearing Impaired          | <a href="mailto:ltuttle@cesa6.org">ltuttle@cesa6.org</a>   | 236-0566          |
| Vicky Seidl             | Title VII                 | <a href="mailto:vseidl@freedomschools.k12.wi.us">vseidl@freedomschools.k12.wi.us</a>               | 2384              |
| John Hammond            | Librarian                 | <a href="mailto:jhammond@freedomschools.k12.wi.us">jhammond@freedomschools.k12.wi.us</a>           | 1380              |
| Connie Wheeler          | MS/HS Library Aide        | <a href="mailto:cwheeler@freedomschools.k12.wi.us">cwheeler@freedomschools.k12.wi.us</a>           | 1380              |

| <b>SUPPORT STAFF</b> |                        | <b>E-MAIL ADDRESS</b>  | <b>Phone Ext.</b> |
|----------------------|------------------------|--|-------------------|
| Amy Stingle          | Special Education Aide | <a href="mailto:astingle@freedomschools.k12.wi.us">astingle@freedomschools.k12.wi.us</a> | 1366              |
| Beth Klarner         | Special Education Aide | <a href="mailto:bklarner@freedomschools.k12.wi.us">bklarner@freedomschools.k12.wi.us</a> | 2332              |
| Staci Maass          | Special Education Aide | <a href="mailto:smaass@freedomschools.k12.wi.us">smaass@freedomschools.k12.wi.us</a>     | 2333              |
| Karla Grunler        | Special Education Aide | <a href="mailto:kgrunler@freedomschools.k12.wi.us">kgrunler@freedomschools.k12.wi.us</a> | 2319              |
| Mary VanDera         | Special Education Aide | <a href="mailto:mvandera@freedomschools.k12.wi.us">mvandera@freedomschools.k12.wi.us</a> | 2319              |
| Marny Clark          | Special Education Aide | <a href="mailto:mclark@freedomschools.k12.wi.us">mclark@freedomschools.k12.wi.us</a>     | 2319              |
| Julie Malliet        | Special Education Aide | <a href="mailto:jmalliet@freedomschools.k12.wi.us">jmalliet@freedomschools.k12.wi.us</a> | 2319              |
| Julie Palloch        | Special Education Aide | <a href="mailto:jpalloch@freedomschools.k12.wi.us">jpalloch@freedomschools.k12.wi.us</a> | 2319              |

## **Mission Statement**

The mission of Freedom Middle School is to create a comprehensive school of excellence that is committed to a positive learning environment which provides for the intellectual, physical, emotional and aesthetic needs of the middle school student.

## **Vision**

Freedom Middle School's vision is to be an exemplary educational community committed to academic excellence, social equality, and developmental responsiveness. This vision will be accomplished by embracing the following core values:

## **Core Values**

### **Academic Excellence:**

- Implement an exploratory, integrative and challenging curriculum
- Incorporate assessments and evaluations that reflect and promote learning
- Utilize instructional strategies that include a variety of challenging and engaging activities that are aligned to the concepts and skills outlined in the District curriculum
- Empower teachers and administrators by providing access to instructional strategies, and resources necessary to meet the needs of middle level students

### **Social Equality:**

- Provide all students access to quality learning opportunities
- Provide opportunities to help students understand diversity and encourage acceptance of differences
- Connect the middle school with the community

### **Developmental Responsiveness:**

- Implement programs and policies that foster healthy life styles, wellness, safety, and creative thinking
- Attend to the intellectual, ethical, emotional, social, physical development and transitional needs of middle level students





# **FREEDOM MIDDLE SCHOOL STUDENT/PARENT/GUARDIAN HANDBOOK**

## **ACADEMIC HONESTY PROGRAM**

### **Parental/Student Agreement**

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. Academic honesty requires that students produce work that is their own work.

### **Academic Dishonesty**

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the teacher or school.

1. Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
2. Using notes, aids, or another student's assistance to complete a test, a project, or other assignments in a way other than what is permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually.
3. Looking at another student's test, answer sheet, or other materials.
4. Copying from or allowing another student to copy from a test, homework, or other course work which is not intended to be collaborative in nature.
5. Tampering with an instructor's records of grades or scores.
6. Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher.
7. Plagiarizing materials; taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging the author's original text.
8. Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating.
9. Any use (i.e. talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is strictly prohibited. Students using these types of devices during an exam or test will be issued a "0" as a score on said test or exam.

### **Disciplinary Action for Student Violation of the Academic Honesty Policy**

A teacher may refer any academic honesty infractions to the administrative office. Administrators reserve the right to respond to the wrong doing with punitive action of varying severity including temporary suspension or permanent removal of the student from the class, school, or special program depending on the nature of the infraction and the number of previous infractions. Consequences for a student's involvement in an act of academic dishonesty will include one or more of the following actions:

### **Consequences:**

The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero. Additionally, the student may be issued after school detentions.

Further violations of the academic honesty policy may result in an in-school or out-of-school suspension.

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## **ACCEPTING ONLY YOUR PERSONAL BEST**

During 2017-2018 the following expectations will be adhered to:

1. **All work (including, but not limited to: Homework, daily assignments, quizzes, exams, projects, oral presentations) will be completed to the best of the student's ability and turned in by assigned Work Completion Day at the end of each 9 week grading period. If student work is not turned in on Work Completion Day (by the end of Guided Study), the grade will be posted as a zero for that given assignment.**
2. **Students will be given a point deduction for work turned in late. Points for late work will be determined by individual teachers and shared with students at the beginning of the year in each respective class. Teachers will assign a maximum point deduction of 25% and the late work must be acceptable regarding quality and completeness.**

The following Freedom Middle School attendance policy will be followed in regards to making up missed work:

- A. All students with excused absences or those who have been suspended from school will be given the opportunity to make up work missed, in accordance with the following guidelines:
- It is the student’s responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school (Families are encouraged to email each teacher to request the make-up work).
  - Teachers will grant the number of days absent for make-up time. This provision applies to all work assigned during the absence(s). A teacher may extend this time based on a child’s needs.
  - Examinations missed during an excused absence will be taken at a time mutually agreed upon by the student and the teacher.
  - Students who miss classes due to excused absences will be given the opportunity, whenever possible, to make up work missed upon their return to school. Extenuating circumstances will be evaluated by school administration on a case by case basis.
  - In the case of Pre-Arranged Absence, the student is expected to have all work completed when returning to school with no additional time granted by any teacher unless mutually agreed upon by the student/teacher/parent/guardian.
3. If a student chooses to turn in work that does not reflect the best of their ability, the student can expect the teacher to return the work for revisions and/or a complete re-do before a grade will be issued. If a student chooses to not complete the work to the best of their ability, they will receive a failing grade for that assignment and a zero will be entered in the grade book.
4. Everyone (Students, Teachers, Administrators, etc.) at Freedom Middle School are expected to “Accept Only Their Personal Best” every day.

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### ACTIVITIES

There are a variety of co-curricular activities students can participate in throughout the year. Announcements will be made concerning how and when to sign up for each activity. Students are encouraged to participate in the following activities:

#### Athletics

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

#### Other Co-Curricular Clubs

Battle of the Books (Grades 6, 7, 8)  
Destination Imagination (Grades 6, 7, 8)  
Student Council (Grades 6, 7, 8)  
MAPSS Representative (Grades 6, 7, 8)  
Forensics (Grades 6, 7, 8)  
Year Book Staff (Grades 6, 7, 8)  
Robotics Club (Grades 6, 7, 8)

**\*\*Students absent half a day (PM) or more from school and/or suspended in or out-of-school will not be eligible to take part in after school activities on that day.**

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### ADMISSION POLICY

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

## ALCOHOL AND OTHER DRUG ABUSE POLICY

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

- a. Controlled substances or intoxicants.
- b. Substances which are represented as drugs or intoxicants.

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

### First Violation

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

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

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

### Second Violation

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

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

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

### Third and all Subsequent Violations

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

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

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

### Sale, Trade, Transfer, Dispense, or Distribute Violations

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

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

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

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

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

#### **Tests for Alcohol Use**

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

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

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### **ASBESTOS MANAGEMENT PLAN**

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

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

20 U.S.C. 4011 et seq.

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

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### **ATHLETIC PHYSICALS**

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

**\*Each year a form (green or cream colored) must be completed and turned into the middle school office.**

## ATTENDANCE POLICY

The Freedom School Board encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities.

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

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

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

### COMPULSORY ATTENDANCE AGE

The Wisconsin State Legislature has determined that the best interests of the state are served when all children have the right to a free and public education. Further, they have determined that children, with rare exceptions, 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.

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

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

### STUDENT ATTENDANCE PROCEDURES

#### School Attendance Officer

- A. The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.
- B. Each school shall determine daily which students enrolled in the school are absent from school and whether those absences are excused in accordance with Board Policy.
- C. The school attendance officer/designee shall notify the parent/guardian when his/her child has been truant. The student's parent/guardian will be directed to return the student to school no later than the next school day or to provide an excuse for the absence. Notice under this paragraph must be given to the parent/guardian before the end of the second school day after receiving a report of an unexcused absence. Such notice may be made by personal service, mail or telephone call, of which a written record is kept. **“Truancy means any absence involving part or all of one or more school days during which the school attendance officer, principal or teacher has not been notified by the absent student’s parent/guardian of the legal cause of such absence. “Truancy” also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.**
- D. The school attendance officer may visit any place of employment within school district boundaries to ascertain whether any minors are employed contrary to State law. The District Administrator will provide the State Superintendent of Public Instruction information regarding those children in attendance between the ages of six (6) and eighteen (18) years who are residents of the school district or who claim to be in attendance at a private school or home-based private educational program located in the district.
- E. The building principal shall annually inform students and their parents/guardians of their right to request program or curriculum modifications and of the types of program or curricular modification that can be made. If attendance problems arise due to program or curriculum issues, the school attendance officer shall inform the Director of Curriculum and Instruction to notify the parents. Notification will include the following:
  1. The availability of program or curriculum modifications.
  2. The procedures to be used in requesting and approving program or curriculum modifications for the student.
- F. The student has the right to request the Board of Education to review any decision made in response to a request for program or curriculum modifications.

- G. The principal/designee shall resolve conflicts in attendance reporting. If a parent/guardian disputes a reported absence for his/her child, the principal/designee shall investigate and determine the correctness of the report. The parent/guardian will be notified within five (5) school days as to the resolution of the conflict.

### Attendance Procedures

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

### Student Absences and Excuses

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

### Tardiness

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

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

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

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

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

- 1<sup>st</sup> offense: Written Warning, parent/guardian notification
- 2<sup>nd</sup> offense: Written Warning, parent/guardian notification
- 3<sup>rd</sup> offense: (1) After School Detention, parent/guardian meeting with the building principal

### **Responsibilities for Attendance**

#### **A. Parent/Guardian Responsibility**

1. A parent/guardian is responsible for their children's regular school attendance.
2. When a student is absent, his/her parent/guardian shall contact the school by 8:30 **am** the day of absence. Failure to contact the school may result in the school attendance officer/designee placing a telephone call to the home or work place of the parent/guardian.
3. A student's parent/guardian must provide a written explanation and/or phone call of absence upon the student's return to school if no prior contact has been made; or in the case of anticipated absences, prior to the student's absence. Anticipated absences (longer than one day) require prior approval of the principal/designee. Forms are available in the office.
4. A parent/guardian must submit written requests, if any, for program or curriculum modifications for their child.

#### **B. Student Responsibility**

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

#### **C. Teacher Responsibility**

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

### **Legal Referral**

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

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

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

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### **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

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

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

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

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## **BACKPACKS and BAGS**

Students must keep all backpacks and school bags in their lockers during the school day. This policy is necessary to help ensure the safety of all students and staff in the building.

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## **BATTERY**

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

### **Any Violation:**

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

## **BULLY VIOLENCE**

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

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## **BUS BEHAVIOR GUIDELINES**

### **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. If your stop is at your home, students must wait at the end of the driveway. 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. Always be courteous to fellow students, the bus driver, and passersby. Respect others and their property. Keep body and objects to yourself. Don't touch other students or their personal items.
3. Find a seat quickly after boarding the bus. Seats must be shared. Do not manipulate younger children in order to get a seat. If assigned to a seat, go directly there and sit down.
4. When the bus is stopped at the schools waiting to load or unload, students must remain seated. While the bus is in motion, students must stay seated and not move from seat to seat.
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. The bus windows are to remain closed unless the driver gives you permission to open them. Windows can only be opened ½ way while open, keep your hands or any objects inside at all times.
9. 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.
10. No smoking or alcohol is allowed. No eating, chewing gum or drinking is allowed. Water is permitted. All garbage needs to be picked up. Students must be responsible for a clean bus.
11. Any damage to the bus or bus equipment caused by a student will be paid for by the student and his/her parents/guardians.
12. Only radios with headphones will be allowed on the bus, no other loud toys, and no boom boxes, etc.
13. To help substitute drivers on unfamiliar routes, students are asked to come to the front of the bus before their stop.



14. Once you have boarded the bus at school, you are not allowed to go back in to school for forgotten items.
15. The emergency door is for emergency evacuation only. Remain in our seat in case of road emergency unless directed to do otherwise by the driver.
16. Keep quiet when approaching railroad crossings.

**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 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. 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.
  2. When an occasional route change is needed for any student in the Freedom Area School District:
    - Call Lamers at 687-2671 and notify them by 2:00 pm of the change.
    - Send a signed and dated note with student to school. Note must contain address, name and phone number of the drop-off site.
    - Call School also and notify them by 2:00 pm of the change.
    - (You must call school also - notes do not always get to the office.)
    - Freedom Elementary School 788-7950
    - Freedom Middle School 788-7945
  3. Should the school bus have to turn around in your driveway, please keep it clear of vehicles, snow, and garbage cans.
  4. Only transfer students are allowed to get off the bus at the high school to board their assigned bus unless student has written permission from Lamers at 687-2671 in advance.
  5. 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.
  6. Students who are planning to have guests ride their routes must get permission from Lamers at 687-2671 in advance.
  7. 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.
  8. 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.
  9. Parents of A.M. Preschool children must have someone visible at the drop-off site.
  10. 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.
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### **CANINE UNITS (USE OF)**

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

Canine units may lawfully be used by school authorities when there are some reasonable suspicions to believe that a drug problem exists on school property, not necessarily involving any individual student. The dog's detection of a drug establishes the reasonable cause for the search, the dog sniffing is not the search itself.

#### **The canine unit will be used when:**

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

#### **The following specific procedures apply regarding the use of canine units:**

1. Canine units may be used without prior notification to students and/or school personnel. All school personnel will be informed of the policy concerning the use of canine units in the school and/or parking lot.
2. Canine units may be called by the school principal/designee with notification of the District administrator/designee.
3. Students will be restricted to classrooms and kept out of hallways while canine units are in use in the building. Students will be restricted from the parking lot while canine units are in use.
4. In the event of a dog "hit", the locker, vehicle, or other area will be secured and searched further using established district procedures.
5. All school personnel will be informed of the potential use of canine units in the school and/or parking lot.

#### **Guidelines pertaining to the use of canine units:**

1. The canine unit used must be certified verifying training, past experience, and accuracy in detection.
2. Drugs found in a locker shall be deemed in the possession of the student assigned to the locker.
3. Drugs found in a vehicle shall be deemed to be in the possession of the driver of the vehicle.
4. The local police will be informed that the use of the dogs will be conducted within the parameters of the School District of Freedom Drug and Alcohol Use by Students Policy and those school officials will bring necessary disciplinary actions against students found under the influence or in possession of contraband. Under no circumstances is the school procedure deemed to be a joint endeavor with the police or other criminal authorities.
5. Students will be notified that the School District of Freedom is the owner of the parking lot and student lockers and the canine units may be used to determine if drugs are present in the vehicle on the school lot at any time.

#### **Search Procedures:**

- The school principal or designee will direct all requests or suggestions for the search of a student's locker or vehicle.
- Before opening the locker or the vehicle for inspection, the principal will appoint a third party to be present for the inspection.

If law enforcement personnel seek permission from school authorities to search a student or the student's property, locker, or vehicle to obtain evidence to criminal activities, the school officials shall require police to obtain a valid search warrant unless: (1) there is uncoerced consent by the person whose interests are involved, (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or, (3) a valid arrest has been made and the search is incident to the arrest.

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

#### **Discipline Action:**

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

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### **CHILD ABUSE/NEGLECT/UNEXCUSED ABSENCES**

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

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### **CHILD CUSTODY AND RECORDS**

Unless by documented court order to the contrary, parents have equal access to records of their children. However, a parent who has been denied by the courts periods of physical placement with a child does not have the rights of a parent or guardian with respect to that child's pupil records.

## CIGARETTE LIGHTERS

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

First Violation: Lighter will be confiscated / parent notification

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

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## CLASSROOM CODE OF CONDUCT

### Philosophy/Scope

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

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. (In addition, the student may be subject to disciplinary action in accordance with established School Board policies, school rules, and administrative practices).

This code of classroom conduct applies to all students.

### I. Student Removal From Class

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

#### **A. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:**

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
- Fighting, taunting, baiting, inciting, and/or encouraging a fight or disruption.
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
- Pushing or striking a student or staff member.
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates a classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
- Throwing objects in the classroom.
- Repeated disruption or violation of classroom rules.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.

#### **B. Other behavior as outlined below:**

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

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

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

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

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

## II. Placement Procedures

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

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

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

## III. Parent/Guardian Notification Procedures

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

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### CLOSED CAMPUS

Freedom Middle School operates under the structure of a closed campus. This means once students are on school property, students are not to leave the school building or school grounds for any part of the school day without the permission of the principal. Permission to leave the building will not be granted unless a faculty member or parent/guardian has made the request. If requested by a parent/guardian, a note requesting this must be submitted to the office in advance of the time the student leaves campus. Even when such permission has been granted, the student must "sign out" in the office prior to leaving the school building and must "sign in" when returning.

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### **CLOSING OF SCHOOL**

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

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### **COMMUNICABLE DISEASES**

Communicable disease control procedures shall be maintained in cooperation with the local health department. The local Health Department shall be notified at once in the event that a communicable disease is present in the school district.

Students who are suspected of having a communicable disease may be sent home. If this action occurs, the parents of such students will be notified immediately of the action and the reasons for the action.

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## **SCHOOL DISTRICT OF FREEDOM** **CONDUCT CODE FOR CO-CURRICULAR ACTIVITIES**

### **PHILOSOPHY**

An individual's total education extends beyond the classroom. The purpose of an effective co-curricular program must be to provide each student with opportunities for emotional, cultural, mental, physical and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

### **OBJECTIVES**

Those students who participate in a co-curricular activity commit themselves to the following personal goals: a primary focus on academic development and attendance; the presentation of a positive image through dress and grooming; avoidance of any action which would bring embarrassment or disrepute to themselves or their team; development of desirable personal health standards (which includes the avoidance of tobacco of any kind, alcoholic beverages, and illegal drugs and substances); development of talents and skills; and the growth of a philosophy which includes sportsmanship and citizenship that contributes to school and community spirit, morale and pride.

### **RESPONSIBILITIES**

School officials and parents will work together to foster the development of the young people under their supervision. The primary responsibility of supervision falls on school personnel during the school day and while participating in or attending school activities; supervision will be the responsibility of the parent at all other times. Inappropriate behavior of a child in one environment will be shared when necessary. School officials will report violations of school rules to parents. Parents will be expected to report to school officials any inappropriate or unlawful behavior that occurs outside of school, and appropriate plans of action will be developed jointly in attempt to correct the behavior and avoid further infractions. When appropriate, this may result in the removal of a student from co-curricular participation.

Participation in certain co-curricular activities requires affiliation with state and national organizations. In many cases, these organizations have eligibility and participation requirements based on academic status and conduct as well as specific sanctions for infractions. It is the responsibility of school officials to provide information regarding these requirements and to enforce them. These regulations may require school officials to monitor out-of-school activities of co-curricular participants. The Wisconsin Interscholastic Athletic Association (W.I.A.A.) has very specific requirements regarding the use of alcohol, tobacco and other illegal substances as well as regulations regarding amateur status. These regulations will be enforced for those students participating in co-curricular programs. Furthermore, each head coach may establish additional, individual expectations for his/her team, club or activity regarding attendance at practice sessions, personal conduct, and personal appearance. These rules must be distributed to students at or before the commencement of the activity and must be on file in the main office.

### **CO-CURRICULAR DEFINITION**

Co-curricular activities are defined as those activities outside the classroom that are not an integral part of a course grade or credit earned. The following is a list of Middle School athletics and activities governed by the co-curricular code of conduct throughout the twelve-month calendar year:

### Athletics

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

### Other Co-Curricular Clubs

Battle of the Books (Grades 6, 7, 8)  
Destination Imagination (Grades 6, 7, 8)  
Student Council (Grades 6, 7, 8)  
MAPSS Representative (Grades 6, 7, 8)  
Forensics (Grades 6, 7, 8)  
Year Book Staff (Grades 6, 7, 8)  
Robotics Club (Grades 6, 7, 8)

## FMS Co-Curricular Code 2017-2018

**Middle School Philosophy** The mission of middle level athletics and other co-curricular activities is to provide an enjoyable educational experience for young adolescents based on their developmental characteristics and needs. The development of the young adolescents' self esteem, citizenship, responsibility, and skills in cooperative and leadership behaviors are positive outcomes of middle level programs. These programs should be enjoyable, rigorous and safe and occur in a positive climate with appropriate adult leadership and support. Effective middle level athletics/co-curricular activities are an essential part of the total educational process and an excellent opportunity for the home, school and community to work together.

**Definition of Co-Curricular activities** Co-curricular activities include any school related activity that is offered outside of academic class requirements. The following list is not exclusive: Soccer, Cross Country, Volleyball, Football, Cheer & Stunt, Pom & Dance, Basketball, Track, Wrestling, Forensics, Student Congress, MAPSS Student Representative, Geography Bee, Destination Imagination, Spelling Bee, Yearbook Staff, Robotics Club, and Battle of the Books.

**Goals of Co-Curricular Programs** At the middle school level, all interested students are encouraged to participate and performance time is assured. A "no-cut" policy applies, and the goal is learning through participation. Participation is emphasized, and winning is not the sole objective. A student is covered by this code while he/she is a student at Freedom Middle School. The student is expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times.

### **Program Goal (1)**

Athletics and co-curricular activities offered at the middle school are a privilege. In order to be eligible to participate, a student must meet district identified academic and behavioral standards. (See Student Responsibilities number 1-5)

### **Program Goal (2)**

The developmental characteristics of young adolescents should provide the foundation for middle level athletic program philosophy and goals.

- I. Programs should provide a variety of activities that allow for participation and exploration. Emphasis should be on development of individual skills and cooperative group behaviors.
- II. Athletics/Co-curricular activities should offer an opportunity for young adolescents to transfer and reinforce learning from academic areas while improving social, emotional and physical skills.
- III. "Fun" is an important reason given by young adolescents for participating in athletics and co-curricular activities. Young adolescents are *not* varsity level or professional athletes.
- IV. Participation in all programs for young adolescents should build positive self esteem.

### **Program Goal (3)**

Coaches, advisors, parents, athletic directors, administrators, school board members, and community leaders need to be knowledgeable about the characteristics and needs of young adolescents, as well as appropriate coaching strategies and role model behaviors for them. The program's philosophy and expectations will be supported by all those involved in the program.

- I. Adults who coach middle school athletics must support district wide policies and regulations.
- II. Middle level athletic programs should not be a "feeder system" for high school teams.
- III. The school district and /or community program must provide support for coaches particularly when parents question coaching practices that follow the program's philosophy and objectives.
- IV. *\*Abusive and foul language has no place in athletic/co-curricular programs. Coaches, parents, participants, and fans must recognize their responsibility to model appropriate behavior for young adolescents.*
- V. Equipment and facilities should be specifically designed to provide for a safe and healthy athletic experience for the young adolescent.

*\* Coaching, competition, and attending contests, are all privileges able to be revoked!*

### **Program Goal (4)**

Programs should promote behaviors that include cooperation, sportsmanship, and personal improvement. Winning is not the primary goal of the program.

- I. Middle level athletics should reward positive efforts regardless of the outcome of the game.
- II. Awards and certificates should recognize participation not individual accomplishments or team standings. At the completion of the season, coaches may report win loss records but not conference standings.

### **Program Goal (5)**

The athletic/co-curricular program should be open to young adolescents and provide a positive experience. All young adolescents should have the opportunity to participate, play and experience skill improvement. Formation of teams should be determined by the number of young adolescents interested in the program.

- I. A well-designed athletic program responds to a variety of needs. Program directors, coaches, parents, community members and teammates need to know that children participate in sports for many reasons. Coaches must be sensitive to the individual needs of participants.
- II. Due to the large numbers of young adolescents involved in an athletic program, coaches should include all team members as equally as possible.

### **Program Goal (6)**

Each activity should have a predetermined season.

- I. The length of seasons and number of contests per season should be designed to provide young adolescents the opportunity to participate in a number of different activities. At this age, young adolescents should not focus on any one activity, sport or other interest. Adolescents need experiences that encompass a wide range of activities. This should be a period of exploration rather than specialization.
- II. Scheduling activities for young adolescents during late evening hours on school nights should not be a common practice. Early morning practices are strongly discouraged and not allowed during annual student assessment sessions.

### **Student Responsibilities**

In order to provide opportunities for personal growth, skill development, socialization, and competitive experiences, the Freedom Middle School staff provides a variety of co-curricular activities and strongly encourages student participation. We feel that these supplemental activities are extremely beneficial to the whole educational process. Student involvement in these co-curricular activities is considered to be a privilege



that carries with it a number of expectations and responsibilities. Co-curricular activities are provided to all students who are willing to accept these responsibilities.

In order to be assets to school, the community, and themselves, students are expected to maintain appropriate academic performance levels, meet participation requirements, attend school regularly, dress appropriately, and conduct themselves properly by displaying high standards of behavior.

### **1. Academic Requirements:**

- A student with 2 or more failing grades at mid-quarter or each nine week grading period will be ineligible to participate in co-curricular competition or contests until all grades are raised to a passing status. The office will set the exact date ineligibility will commence for the mid-quarter. Ineligibility for the quarter will begin on the first day of the new quarter.
- A student will be eligible for participation provided the student has completed the Eligibility Form indicating he/she is no longer failing classes. The student is encouraged to pick up the form in the office. During this time of suspension, the student must work to pass the classes and acquire the teacher's signature indicating the student is no longer failing. The student must turn in the completed form to the middle school principal for official approval.
- Grades of ineligible student athletes will be checked after (5) school days following their suspension and if passing all classes, they may return to competition at that time. The school administrator will contact the coaches, and parents regarding the reinstatement.
- If not eligible after 10 school days, he/she will be ineligible for the remainder of the quarter.
- Transfer students will be eligible. Ineligibility will be determined at mid quarter or at the end of the quarter.
- Coaches may have additional criteria for eligibility prior to contest/game participation.

### **2. Participation Requirements:**

- The Middle School office must have on file the co-curricular form signed by the student and his/her parent(s) indicating they have read and understood the co-curricular code.
- Before practicing an athletic activity, the Middle School office must have on file the athletic physical card, signed by a physician or alternate year athletic permit card.
- All other required forms as stipulated by the coach or acting supervisor of a particular co-curricular activity must be on file in the Middle School office.

### **3. Attendance Requirements:**

- Students must be in attendance for one-half of the school day (must attend pm classes) to participate in that day's activity. Permission may be granted for extenuating circumstances.
- Lack of attendance at practices may affect the student's eligibility to participate in scheduled competitions.

### **4. Dress Requirements:**

- Appropriate dress and grooming for any student participating in home and away activities is the responsibility of the student and is up to the discretion of the coach/supervisor.

### **5. Conduct Requirements:** A participant must refrain from any conduct that would reflect unfavorably on him/herself or Freedom Middle School.

- Any student whose habits and/or conduct, namely the use or possession of controlled substances, alcoholic or tobacco product, and any other conduct which does not represent the ideals, principles, and standards such as respect, courtesy, and good citizenship of Freedom Middle School may be suspended from further participation by the administration for whatever period of

time deemed appropriate for the misconduct. Any student with an AODA issue will automatically receive at least a one game suspension.

- Examples of conduct that would reflect unfavorably includes but is not limited to the following:
  - a. A criminal offense or violation of an ordinance having a statutory counterpart
  - b. Drug abuse, including sale, possession or illegal use. Drug paraphernalia, possession or use.
  - c. Knowingly in the presence of illegal drugs or controlled substances
  - d. Use, possession or purchase of alcoholic beverages
  - e. Presence in a bar or tavern without the student's parent/s present
  - f. Knowingly present where alcohol is being served illegally
  - g. Use or possession of tobacco in any form
  - h. Acts of vandalism
  - i. Insubordination while involved in an activity
  - j. Profanity or obscene gestures
  - k. Unsportsmanlike conduct
- Incidents of minor misconduct or poor behavior while participating in an activity will be handled by the coach and/or supervisor. Violations will be reported to the principal.
- Any violation that is not addressed in this code will be dealt with appropriately by school authorities.

#### **Process of informing participants of ineligibility**

- Students will be notified of ineligibility from the middle school principal; the parents and coach(s) will also be notified by phone/email, and in writing.

#### **Process of regaining eligibility**

- During the ineligibility time frame, students will obtain a form from the office and will acquire the teacher(s) signature which indicates the student is passing the class(s) and will turn in the completed form to the office.
- The middle school principal will notify the student/parents/coach/supervisor by phone or email that the student has regained eligibility. It should be noted that the student is responsible for attaining, completing, and turning in the required form to the office. A large part of becoming a better student athlete is to develop a sense of personal responsibility and accountability.

#### **Concerns Procedure**

- Parents or student athletes should talk to the coach/supervisor at an appropriate time. Please do not approach a coach during a game. The coach and athletes need to stay positively focused on the game. A confrontation could be upsetting to the athlete, coach, or parent. An appropriate time would be before or after practice or call the coach and set up an appointment.
- Talk to the principal if you feel your concerns have not been met. If necessary, a meeting can be arranged with the child, parent, coach/supervisor, and the principal.

## Freedom Middle School Co-Curricular Eligibility Form

Dear Student and Parent(s),

As of today's date, your son/daughter is currently failing two or more subjects, which are indicated in the chart below. As you may recall when reading the co-curricular code, because your child is failing two or more classes, he/she is ineligible to participate in competition until all failing grades are raised to passing status. Students are however expected to attend practice during their time of suspension from competition. Your child will be able to participate fully in the co-curricular activities provided the following criteria are met:

1. He/she must raise the grade(s) to passing.
2. He/she must take this form to the teacher(s) of the failing class and obtain his/her signature which indicates a passing grade.
3. He/she must return this to the office to inform the coach/supervisor of eligibility.
4. **It is required that parents/guardians also sign this form.**

If this form is not turned in to the office by the date listed below, your child will be ineligible to participate in all co-curricular activities for the remainder of the current quarter.

If you have any questions, please contact your child's teacher(s), coach/supervisor, or Mr. Ken Fisher (Middle School Principal).

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**Please detach and return**

This form must be completed and turned in to the office by \_\_\_\_\_ in order to be eligible to participate or be a spectator in any co-curricular activity.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Class(es) | Current Grade | Teacher(s) Signature | Parent Signature |
|-----------|---------------|----------------------|------------------|
|           |               |                      |                  |
|           |               |                      |                  |
|           |               |                      |                  |
|           |               |                      |                  |
|           |               |                      |                  |
|           |               |                      |                  |

## CRISIS RESPONSE PLAN

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

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## DANCES

Periodically, Freedom Middle School holds dances at the end of a school day or during the evening. These dances are only for Freedom Middle School students and in the case of night dances, for students of the local parochial school if they wish to attend. Elementary students, high school students, and students from outside the district may not attend.

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students may attend all dances. Students absent a half a day (PM) or more from school and/or suspended in or out of school will not be eligible to take part in after school activities on that day.

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## DIRECTORY INFORMATION

Freedom School District designates the following personally identifiable information contained in a student's education record as "Directory Information", and may disclose that information without prior written consent:

1. The student's name
2. The student's major field of study
3. The student's participation in officially recognized activities and sports
4. The student's weight and height if a member of an athletic team
5. The student's dates of attendance
6. The student's photograph
7. The student's degrees and awards
8. The name of the school most recently previously attended by the student

At the end of the two-week period, each student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about the student. This designation will remain in effect until the conclusion of the current school year.

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## DISCIPLINE POLICIES

**PURPOSE:** To insure an atmosphere that is conducive to learning, it is necessary to balance a student's individual rights with his or her responsibilities. The intended effect is to create an educational climate beneficial to learning, responsible and considerate behavior, and an environment in which the safety of students and all persons is assured.

**PHILOSOPHY:** The Freedom Middle School believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with all stakeholders. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning. Therefore, the school strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but disruptive students can thwart their efforts. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior, the following conditions should be met:

### **PARENTS ARE EXPECTED TO:**

- Keep in regular communication with the school concerning their child's conduct and progress.
- Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well groomed, clean, and dressed appropriately.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards, progress reports, and work assignments with their child.
- Maintain up-to-date home, and emergency telephone numbers at the school.

**STUDENTS ARE EXPECTED TO:**

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Be well groomed, clean and dressed appropriately.
- Be responsible for their own work.
- Abide by all rules and regulations set forth by the school and individual classroom teachers.

**EDUCATORS ARE EXPECTED TO:**

- Maintain an atmosphere conducive to student learning.
- Plan and deliver a comprehensive curriculum to meet the needs of FMS students.
- Promote assertive discipline based upon fair and impartial treatment of all students.
- Encourage the use of guidance procedures.
- Develop good working relationships with staff, students, and parents.
- Encourage parents to keep in regular communication with the school by keeping in contact with parents.
- Seek to involve students in the development of policy (i.e. student council).
- Endeavor to involve the community in the educational process.

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**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.

**First Violation:**

- ◆ Up to five (5) days in-school suspension (Parent/guardian notified).

**Second Violation and/or Subsequent Violations:**

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

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**DISORDERLY CONDUCT**

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

**First Violation:**

- ◆ Parent/Guardian/Local Law Enforcement Officer notified, one (1) hour of detention, up to five (5) days of in-school or out-of-school suspension, and/or possible recommendation for expulsion.

**Second Violation:**

- ◆ Parent/Guardian/Local Law Enforcement Officer notified, two (2) hours of detention, up to five (5) days of in-school or out-of-school suspension, and/or possible recommendation for expulsion.

**Repeated Violations:**

- ◆ Possible recommendation for expulsion.

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**DISRESPECT**

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

Parent/guardian notified.

**First Violation:**

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

**Second Violation:**

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

**Repeated Violations:**

- ◆ Possible recommendation for expulsion

## FMS Disciplinary Referral Form

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Referred by \_\_\_\_\_ Location \_\_\_\_\_

### Minor Violations

- Dress Code Violations Violations in school or on school sponsored events/field trips.
- Classroom Violations Reoccurring failure to follow classroom expectations; disrupting learning
- Moving Violations Running in halls, pushing, discourteous behavior
- PDA Inappropriate public display of affection; prolonged hugging/kissing

### Major Violations

- Language/Gestures Swearing or use of inappropriate words; profanity or slurs
- Bullying/Harassment Threats, intimidation, gesture, verbal attacks, cyber bullying
- Bomb Threat Written or verbal
- Disrespect/Defiance Refusal to follow directions and/or socially rude interactions
- Disruption Yelling, noise with materials, or horseplay
- Fighting/Injury Hitting, punching, striking with an object; intent to harm
- Theft Removing someone's property, or being in possession
- Vandalism Substantial destruction of property including graffiti
- Weapons/Look Alike Knives, guns, or objects than could cause harm/real or look- alike
- Use/Possessing Drugs Alcohol/Drugs/look-alike; possession, influence, distribution or sale
- Academic Dishonesty Copying or sharing work with another student on individual assignment
- Plagiarism Using the work of an author (word for word) without giving proper credit
- Other \_\_\_\_\_

### Events/information describing incident (Be Specific Please):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Action Taken by Administrator

- Conference with Student   Parent Meeting   Out-School Suspension   In-School Suspension  
PM Detention   Loss of Privilege   Guidance Referral   Demerit Points: \_\_\_\_\_

Consequence Details: \_\_\_\_\_

### Signatures (Referring teacher/staff please sign below)

Referred by \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**White Copy (School file), Yellow Copy (Teacher file), Pink Copy (Parent/Guardian)**

This form will serve as documentation and record keeping for all discipline infractions that are of a serious nature and warrant a write up. Parents/Guardians will be informed via phone or email if their child has been written up for such a violation. Detentions will be assigned within 24 hours of the violation and detentions take precedence over other school related activities the student may be involved in, the school administrator will choose the day for detention.

## DOCTOR OR DENTAL APPOINTMENTS

In order for a student to gain permission to keep a doctor's or dentist's appointment during school hours, the student's parent must have made prior arrangements by calling the attendance officer. The attendance officer will then issue a pass allowing the student to leave the building. Please keep in mind that there are numerous in-service and early release days during the school year in which these appointments may be arranged (Please refer to the school calendar). Please be aware and sensitive regarding STAR and state testing.

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## DRESS CODE FREEDOM MIDDLE SCHOOL

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

- Headgear, heavy coats and gloves must be removed at the student's locker. All such items may not be worn in the building during school hours
- Students must wear shoes/appropriate footwear.
- No tank tops of any type or style; no backless/strapless or spaghetti strap garments will be permitted. Shoulders must be covered. Cap sleeves are fine; see-through, and swim attire are also prohibited. Cleavage exposure and midriff should be concealed at all times.
- Shorts, skirts, and dresses must not be too short or too tight. Mid thigh or longer is appropriate.
- No garment may advertise or promote alcohol, tobacco products, or other drugs by name or logo. No messages or symbols that include profanity, weapons, violent or sexual language/actions or considered to be offensive are allowed.
- No attire with a gang related purpose is allowed (no bandanas). Chain links and spiked collars are not allowed.
- Underwear exposed or worn outerwear is unacceptable.
- Hoods must be DOWN at all times.

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

**First offense** – Student will be given the chance to change clothes or turn shirts inside out, etc. A parent/guardian contact will be made and the parent /guardian will have the option to bring a change of clothing.

**Repeat offenses** – Will result in possible detention, suspension and parent/guardian meeting.



No                  No                  Yes                  Yes                  Yes

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## DRESS CODE – PHYSICAL EDUCATION (PE)

Students participating in physical education classes are to wear gym shoes, shorts, tops and appropriate undergarments. Gym tops are to be of such length as to make it possible for them to be tucked into the tops of the shorts. The length of gym shorts must be appropriate to assure a level of modesty acceptable to the physical education instructor. No extensive slits along the sides of the shorts will be allowed. For safety reasons, jewelry should not be worn during physical education classes.

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## DRUG FREE SCHOOL ZONE

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

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### ELECTRONIC-COMMUNICATION DEVICES & EQUIPMENT

It shall be a violation of school district policy for any student of the School District of Freedom to possess or use any electronic paging or 2-way communication device while on school premises or while attending any school related activity unless written permission for such use or possession has been granted by a building principal of such district or his/her designee. All cell phones are to be turned off and stored in student lockers and may be used before and after school only. Cell phones must be **TURNED OFF** during school hours. \*If your cell phone goes off (rings/vibrates/etc.) or you are text messaging or reading text messages during school hours, you can expect a staff member to immediately confiscate the cell phone. If a student refuses to hand over their cell phone to a staff member after a violation, the student will be assigned an automatic four hour detention and lose the privilege of having a cell phone at school for one calendar year.

**Any Violation:** Confiscation of paging or cellular device **and** one after school detention (within 24 hours of the violation)

A) Cellular Device will be returned after ONE of the following expectations is met:

1. **Parent/Guardian** travels to school to pick up the cell phone.

**OR**

2. A **\$10.00 fine** is paid in full (\*Cash or Checks payable to Freedom Middle School)

**OR**

3. Cell phone is **locked-up and held in the main office for 10 consecutive days**. (\$1.00 will be deducted for each day it is held in the office (ie: After being held for 8 days in the office, a student may pay \$2.00 to get their cell phone returned.). Reference to “days” above is calendar days. After 10 calendar days locked up in the office, the phone is returned to the student with no service charge.

**\*Repeated Violations:** Confiscation of paging or cellular device (with return as noted above) with possible return after one calendar year, Additional Detentions, In-School Suspension, Out-of-School Suspension, **and/or** Possible Recommendation for Expulsion

**\*Refusal To Turn Over a Cell Phone to a Staff Member after a Violation:** Barred from carrying a cell phone on school property during school hours for **one calendar year**.

**Note:** In addition to the previously stated board policy concerning electronic paging or 2-way communication devices, please note the following:

1. The use of cellular phones that have photo capabilities (ie: camera phones) are **strictly prohibited**. Use of such devices in areas where a reasonable expectation of privacy is warranted (ie: restrooms, locker rooms, etc.) may lead to disciplinary actions up to and including recommendation for **expulsion**. (Please see the Locker Room Policy in this handbook)
  2. Any use (ie: talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is **strictly prohibited**. Students using these types of devices during an exam or test will be issued a “0” as a score on said test or exam and may face further disciplinary actions. (Please refer to Academic Honesty Program in this student handbook.)
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### EMERGENCY DRILLS (FIRE, SEVERE WEATHER, SAFETY LOCKDOWNS)

Fire drills will be conducted throughout the school year. At the sound of the fire alarm, everyone is to leave the building immediately, walking single file and without talking. Fire drill procedures are posted in each room. During building emergency evacuation drills, each core one teacher will carry an emergency folder with their core number i.e. 1, 2, 3, etc, a class roster, (1) Green Card indicating all students are present, and (1) Red Card indicating one or more students are missing. The building principal and school secretary will address the attendance concerns and communicate via walkie talkie in the event that a missing student needs to be located.

Severe weather drills may be conducted at any time. In the event of a tornado, high winds, or other potentially dangerous forms of severe weather, a warning will be broadcast over the intercom. At that time all talking is to cease immediately and complete attention is to be given to the directions of the teacher. (If caught without warning, move to an inside wall as far away from the windows and doors as possible, crouch down, and cover your head with your hands).

Safety lockdown drills will be conducted each school year at any time. When directed into a lockdown drill, all student talking is to cease immediately and students are to explicitly follow their teachers directions.



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### **EMERGENCY NURSING SERVICES**

Emergency nursing services are provided under the direction of a registered nurse using a physician as medical advisor. These services are reviewed annually.

#### **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 asking that they come to school to pick up the sick student.
- **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.

#### **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. Any member of an emergency response team has the authority to contact the rescue squad. (Faculty handbooks contain building specific information to this regard.)
- **Extra-Curricular Activities / Field Trips** – The bus driver or the teacher in charge of the activity has the authority to contact rescue squads as they deem 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. If in doubt, act on the side of caution!

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### **EMPLOYEE ENDANGERMENT**

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

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### **END OF THE YEAR INCENTIVE FIELD TRIPS**

At the end of the school year, each grade level may take part in an incentive outing. The funds for these trips come from the Student Activity Account or are paid directly by the students. Not all students are eligible for the incentive trips. Students will lose the privilege of participating in the end of the year incentive class field trips under the following circumstances:

1. Students who receive an out-of-school suspension in the same quarter that the field trip is held.
2. Student has been truant from school.
3. Students earning 4 or more failing “F” grades on their report cards –during the final quarter for the year.
4. Students who violate the co-curricular substance abuse policy.

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### **EXPULSION OF STUDENTS**

The School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil’s expulsion.

The School Board may expel from school a pupil who is at least 16 years old if the School Board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority.

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

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

Prior to expelling a pupil, the school board shall hold a hearing. Not less than 5 days; written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the particulars of the alleged refusal, neglect, or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and, if the pupil is a minor, the pupil's parent or guardian, may be represented at the hearing by counsel. The School Board shall keep written minutes of the hearing. Upon the ordering by the School Board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil, and if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil or, if the pupil is a minor, the pupil's parent or guardian, may appeal the expulsion to the DPI. If the School Board's decision is appealed to the DPI within 60 days after the date on which the DPI receives the appeal, the DPI shall review the decision and shall, upon review, approve, reverse, or modify the decision. The decision of the school board shall be enforced while the DPI reviews the decision. An appeal from the decision of the DPI may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

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

**FALSE REPORTS**

The act of falsely reporting incidents or making false accusations or giving false information to school personnel that would affect the welfare of others. Parent/guardian notified.

**First Violation:**

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

**Second Violation:**

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

**FIGHTING**

Aggressive, hostile bodily contact with others.

Parent/Guardian notified.

**First Violation:**

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

**Second Violation:**

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

**Repeated Violations:** Possible recommendation for expulsion

**GRADING PERIODS**

Freedom Middle School operates on a term (quarterly) grading basis with progress reports issued to students at the midterm point of each term. Report cards are issued to students at the end of each 9-week term. In general, grades rate students according to their accomplishments relative to the content covered in a particular class. Some encore classes may operate on a pentemester schedule.

**GRADING SCALE**

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

## GUIDED STUDY

Guided Study is a class that meets every day. This class is a graded study hall designed to provide academic support for all students. To be successful in Guided Study, students are expected to adhere to the following guidelines:

1. Students are to sit in their assigned seats or have teacher permission to sit somewhere else.
  2. Students are expected to bring their homework (completed and unfinished) to Guided Study to be reviewed by the teacher.
  3. Students who have completed all homework/class assignments are expected to bring a book so they may read silently.
  4. Students must bring their agenda with them to Guided Study. The Guided Study teacher will check the agenda every day.
  5. Students are expected to be on task and use their Guided Study time wisely.
  6. Guided Study is quiet study time. Students that need additional teacher support, should simply raise your hand.
  7. You may use the library only with the permission of the Guided Study teacher. When in the library, you are to abide by all library rules and expectations, or you will lose the privilege of going to the library.
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## GYMNASIUM USE

For safety reasons, students are only allowed in the gym and/or fitness center when a teacher or another adult supervises them. All students must wear gym shoes in these two areas.

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## HALL PASSES

Students are not to be out of their assigned room during school hours without a pass properly signed by a teacher. Passes will not be issued to tend to something that can be taken care of between classes or when school is not in session.

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## HALLWAY MISCONDUCT

Disruptive or inappropriate behavior that distracts or disrupts the regular flow of activities within the school will not be tolerated. (i.e. horseplay, impeding hallway traffic, running in the halls, etc.)

### Violations:

Students may be assigned one **after school detention or up to five days of in-school or out-of school suspension** depending on the circumstance and severity of the misbehavior.

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## HANDBOOK RULES

State Statute 120.13 (a) stipulates school boards have the authority to, "Make rules for the organization, graduation and government of the schools of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere..." The various sections of this handbook are intended to comply with local, state and federal laws. If any section of this document is found to be contrary to law, school board policy or constitutional rights, it shall be revised.

This handbook presents the rules each student needs to know for general school conduct. There may be other rules students must obey that are not listed here. This handbook may be revised at anytime as events dictate. Students will be notified of any change.

Each teacher also establishes classroom rules that each student needs to know and is responsible for following. Parents are requested to review this handbook with their children and encourage them to abide by all established policies and procedures.

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## 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**

- A. The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following 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 and definitions are listed below:**

##### **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.
  - 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 s/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").

Kevin Kilstofte  
 District Administrator  
 920-788-7944  
 N4021 County Road E.  
 Freedom, WI 54130  
 kkilstofte@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 s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, 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 s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint 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 s/he learns or that s/he provides during the course of the investigation.

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

### **Sanctions and Monitoring**

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

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

Conduct or behavior which endangers the health or safety of any student, staff or other persons. Parent/Guardian notified.

### First Violation:

◆ Referral to police, detention, up to five (5) days in-school suspension, up to five (5) days of out-of-school suspension, and/or possible recommendation for expulsion.

### Second Violation:

◆ Possible referral to police, detention, up to ten (10) days of out-of-school suspension, and/or possible recommendation for expulsion.

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## HOMEWORK POLICY

**POLICY STATEMENT:** We believe that homework should reinforce school learning, provide practice, and expand application of knowledge and skills according to the academic needs of every student.

In addition, through homework, parents may become more aware of and involved with what their children are studying in school. It will make them more aware of their children's study skills and success in school.

Recognizing that our goal is to contribute to the development of the whole student, we also believe it is important to allow time for the development of extra-curricular activities and out-of-school activities.

### HOMEWORK GUIDELINES

#### Homework Should:

1. Reinforce school learning by necessary practice, integration, or application, without requiring that students have special skills not learned previously.
2. Be structured with a clear purpose related to class activities.
3. Encourage parent interest and assistance.
4. Be reasonable in length and requirements in relation to homework assignments for other subjects, responsibilities, and activity participation. Reasonable time spent on homework can be calculated by using the following formula; 10 x current grade level. 60 minutes (Grade 6), 70 minutes (Grade 7), etc.
5. Allow a student who makes use of available in-school study time to not have to take, on average, more than one hour a night to complete assignments.

**STUDENT'S ROLE:** At the Middle School success with homework is dependent on the student's own efforts. The student must assume responsibility for understanding and completing homework assignments. Students are expected to ask for assistance and clarification if they do not fully understand the homework assignment.

#### Students Should:

1. Use their Agenda to keep track of assignments.
2. Arrange to make-up missed assignments.
3. Initiate a request for help when it is needed.
4. Understand the role homework plays in each course.
5. Apply study skills taught in school.
6. Be certain the assignment is understood before leaving class.

**PARENT'S ROLE:** The completion of a homework assignment should be primarily the responsibility of each child. A parent's positive attitude about the value of school assignments will be a major factor in reinforcing and encouraging a child to do his/her best. Through homework, parents become more familiar with the subjects their child is studying, the quality of their child's work, and the work habits. Homework provides a positive link between school and home.

#### Parents Should:

1. Provide an appropriate place/time for study.
  2. Display interest and encouragement toward their child's work.
  3. Notify the teacher when their child does not understand an assignment or a concept.
  4. Become familiar with the school's homework philosophy and guidelines.
  5. Review returned assignments to evaluate their child's progress in each subject.
  6. Request homework for ill students after the **2<sup>nd</sup> consecutive day of absence.**
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## **HONOR LEVEL SYSTEM**

Freedom Middle School's disciplinary measures are based on principles of safety and respect. The behavioral expectations and instructional lessons within the PBS (positive behavior and support) program will help students understand the value of good decision making and the consequences associated with poor choice and inappropriate behavior. EduCLIMBER Discipline management system will be used to track student behavior referrals, share data with staff/students, and together discover effective strategies to improve school climate. The staff at Freedom Middle defines discipline as taking responsibility for one's own behavior. It is our hope that each student will develop self-discipline and make positive choices during their educational experience at Freedom Middle School. As an educational community, we believe in high expectations and responsible behavior.

Students who serve after school detention must abide by the following detention rules:

### **Detention Rules:**

- The detention will be assigned by the school administrator within 24 hours of the infraction; **neither students nor parents/guardians will choose the day of detention.**
- Student must have study materials
- No talking
- No eating, drinking, chewing gum
- No walking around the room
- Students must be working at all times
- Intentional and deliberate disregard for the rules listed above will result in an after school detention assigned the next day.

### **ACTIONS RESULTING IN IMMEDIATE OFFICE REFERRAL & ADMINISTRATIVE ACTION:**

The following student behaviors (ie: This is not an inclusive list) are considered serious and require an immediate referral to the office that will likely result in an assignment to in-school suspension, out-of-school suspension, and/or possible recommendation for expulsion. Behaviors such as fighting, violence, intimidation, weapons, sexual harassment, alcohol, drugs, tobacco products, and severe disruption or disrespect will result in immediate action such as in-school suspension, parent conference, out of school suspension, legal action, and/or recommendation for expulsion.

When a student receives an out-of-school suspension (OSS), a re-entry conference involving the student, parent/guardian and administrator will be required. When students receive an administrative referral, the principal will determine the consequence. In addition to the said consequences, acts of restitution may be required as well.

### **CONFIDENTIALITY OF INVESTIGATIONS**

Following all investigations, students will be instructed by the building principal or designee that all information discussed during the investigation is confidential. Students that share information with other students regarding an ongoing investigation or their specific consequences will be subject to additional disciplinary action. Students are however encouraged to share details of their meeting with the principal with parents/guardians.

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### **DUE PROCESS**

All student interviews conducted by the building administrator or designee will provide due process to students facing specific allegations of misconduct. Students will have the opportunity to provide their account and involvement in the allegation/s as it pertains to the situation at hand. All comments shared with the building administrator will be noted and recorded on a legal pad or electronic documentation. All comments shared by individual students are considered "student records" and can only be shared with the legal custodial parent/guardian. If student or staff witnesses are available, they will be contacted and their statement recorded on the Witness Statement Form.

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## HONOR ROLL

In an effort to recognize outstanding academic achievement, Freedom Middle School provides honor roll recognition for each quarter report card. The following is an explanation of the honor roll program.

### HONOR ROLL STATUS DEFINITIONS

- **Academic Excellence Honor Roll** – A student who has a 4.00 grade point average
- **High Honor Roll** – A student who has a grade point average of 3.50 – 3.99 with no D or F grades

### HONOR ROLL RECOGNITION

- All students on the honor roll will be recognized by receiving an honor roll certificate and their name will be published in the local Freedom Pursuit.
  - The list of honor roll students will be posted in the front entrance of our building at the end of each quarter.
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## IMMUNIZATION REQUIREMENTS

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

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

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

*Please contact your child's school with any updates in their immunizations. It is best to take care of immunization updates during the summer break, as clinics are likely to be less busy at that time. Contact me with questions about these requirements.*

Emily Wendt, RN  
Freedom District Nurse  
(920) 788-7944 Ex. 4311

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## INJURIES

In case of injury, students are to report immediately to their classroom teacher or to another staff member. If the injury requires first aid treatment, the injured student will be sent to the Nurse's office; located in the middle school office area. Parents are asked to report any doctor's treatment of a child injured at school. When a student requires additional medical treatment outside the school setting, a follow-up phone call updating the child's condition is appreciated.

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## INSUBORDINATION

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

### First Violation:

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

### Second Violation:

- ◆ Two (2) hours detention and/or up to five (5) days out-of-school suspension.
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## INTERNET/NETWORK/COMPUTER SAFETY

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

The policy requires that students will:

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

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

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

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

### General Technology Guidelines

- A. The School District of Freedom employs Internet filtering using software especially designed for the purpose of screening any type of pornography material harmful to minors and obscene material including, but not limited to, nudity, sexual depictions, satanic, violence, hate sites, drug use, profanity, or any other material lacking serious literary, artistic, political or scientific value or otherwise inconsistent with the educational and professional development goals of the district.
- B. Realizing that no filtering device is 100% effective, the School District of Freedom will make every effort to purchase and maintain an effective filtering service. The District acknowledges the potential exposure to obscene or objectionable material is not and cannot be entirely avoided. Anyone wishing that an Internet site/activity be removed from the blocked list should send the request to the technology department. He/she will review the site/activity in question. The decision to remove the block on the site/activity will be based on professional educational standards.
- C. The School District of Freedom requires parent/guardian approval before a student is allowed to use the Internet at school. Parents may specify additional Internet sites they feel are inappropriate for their children.
- D. A School District of Freedom administrator, supervisor, or other authorized adult person may disable the above technology protection measure under the law to enable access for bona fide adult research or other lawful purposes.
- E. Teachers, support staff, administrators and other adult network users must limit disclosure, use and dissemination of personal or confidential information regarding students. Upon administrative approval, staff members may post student activities with pictures and names only.
- F. All network users should be aware that district computers and their software are educational tools owned by the district and that the Internet and other communications are public and not private in nature. The district reserves the right to monitor and record all network, Internet, and e-mail content accessed with school equipment.
- G. The use of online chat rooms, wikis, blogs, forums and other Web 2.0 tools will be allowed only in controlled, teacher supervised settings, and for valid instructional purposes. All other use is prohibited.
- H. Disciplinary action will be taken against anyone who violates this policy, including withdrawing Internet privileges, suspension/expulsion/dismissal and, if appropriate, referral to the proper authorities or any other consequence deemed appropriate by the Administration or Board of Education.
- I. Students at the Elementary School, Middle School, and High School will receive a copy of the Internet/Network/Computer Safety Policy and Actions That Violate form the first day of school. Student/Parent/Guardian must sign and return form to school. Signed forms will be filed at each building. One signing is required for all new students and 6<sup>th</sup> grade students and this form will be kept on file through their years in middle school.
- J. When a severe violation occurs, the supervising staff member will follow the procedures of the particular school.

### Unacceptable Use of Technology

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

- Sending or displaying offensive messages or pictures.
- Using offensive or obscene language.
- Harassing, insulting, threatening or attacking others, including racial or sexual slurs.
- Damaging equipment or networks.
- Violating copyright laws.
- Using others' passwords.

- Trespassing in others' folders, work or files.
- Unauthorized access such as hacking.
- Intentionally wasting resources.
- Regularly employing the technology for commercial, political or religious purposes.
- Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff or third parties is prohibited and will not be tolerated in the District. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form on or off campus which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

**Freedom Middle School Guidelines:**

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

|   |
|---|
| <b>Minor Violations: (school discipline procedures will be followed)</b>                                      |
| ▪ Bringing any food or drink (including water) into computer area without prior approval of classroom teacher |
| ▪ Behaving in an inappropriate manner in, or violating the specific rules of, computer area                   |
| ▪ Viewing any inappropriate (non-academic) Web site or file   |

|   |
|---|
| <b>Serious Violations: (*Any Serious violation could lead to in-school suspension, out-of- school suspension, and/or recommendation for expulsion)</b>  |
| <b>First Offense</b> – Student will lose all computer privileges for two weeks (10 school days) beginning immediately when the offense occurs and parent/guardian will be contacted about the violation/consequence.      |
| <b>Second Offense</b> – Student will lose all computer privileges for three weeks (15 school days) beginning immediately when the offense occurs and parent/guardian will be contacted about the violation/consequence.   |
| <b>Third Offense</b> – Student will lose all computer privileges for a minimum of one (1) calendar year in the building where the offense occurred and parent/guardian will be contacted about the violation/consequence. |
| ▪ Downloading and/or installing any programs (e.g., Instant Messengers, Media Players, WinZIP) or any inappropriate or unauthorized files (e.g., Music Files) into your computer account or on a local hard disk drive    |
| ▪ Viewing any Web site or file that is inappropriate for minors (e.g., pornography)   |
| ▪ Scanning inappropriate documents (e.g., money, I.D., legal documents, pornography)  |
| ▪ Engaging in day trading or any other form of personal business or exchange of money including online gambling, etc.   |
| ▪ Modifying the hardware and/or software of any computer system or file server in any way   |
| ▪ Using unauthorized messaging programs (e.g., email, instant messaging, chat rooms)  |
| ▪ Using and/or tampering with any other person's computer account, or allowing someone else to use your account   |
| ▪ Connecting a non-Freedom computer (e.g., your laptop or personal computer) to the School District's network   |

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

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

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

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

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

### LASER DEVICES (USE/POSSESSION OF)

It shall be a violation of school policy for any student to possess or use any laser device (pen) while on school premises or while attending any school related activity unless the principal or his/her designee has granted permission for such use or possession.

#### First Violation:

- Confiscation of device by school official; returned to the parent
- Student will be issued a two (2) hour detention

#### Subsequent Violations:

- Confiscation of Device by school official; returned to the parent
  - Student will be issued up to three (3) days of in-school suspension
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### LOCKERS – GYM

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

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### LOCKERS – HALLWAY

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

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

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### LOCKER ROOM PRIVACY

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

- (1) Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by district policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or rules.
- (2) No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- (3) No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or take any other photo or video image of a person in the locker room.

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

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## **LOCKER SEARCHES**

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

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

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

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

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

This policy requires that:

\*All requests or suggestions for the search of a student's locker will be directed to the school building administration.

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

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

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## **LOST AND FOUND**

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

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## **LUNCH**

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

Monthly Menus are published in the monthly middle school newsletter and are also posted in the middle school lobby. The monthly newsletter is available online on the district website middle school home page. One half pint of milk is supplied with each meal. Students bringing their own lunches may purchase half pints of milk.

Students who participate in the school lunch program are responsible for insuring their family account does not fall behind in payments. Lunch account deposits may be brought to school in a sealed envelope with the child, grade, and family's name on the outside of the envelope. Students are to bring their sealed and labeled envelope to the middle school office. Families who have negative balances in their accounts over \$30.00 will receive an initial and two subsequent phone calls, electronic notifications, and/or written notifications from the Food Service Department on a weekly basis for a total of three weeks, or until there is a positive balance in the account. Each correspondence will include specific information on how to proceed with the free and /or reduced lunch

application process. With the exception of families who are on the Federally-sponsored free lunch program, a family that does not make a good faith effort to reduce or eliminate the negative lunch account after three weeks (15 days) of notifications regarding the negative lunch balance, then a final notification will be sent via Certified mail that will state the following: Full-pay students and reduced-pay students whose families have a negative account balance will be offered an alternative meal of fruits, vegetables, and milk. One dollar (\$1.00) per alternative meal will be added to the existing negative lunch balance. An alternative meal will only be offered for a maximum of five (5) school days. After five days, no further meals will be provided, and the student may request to call home to request a parent/guardian to deliver their food for lunch.

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

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### **MEDIA CENTER (LIBRARY)**

Students are to work quietly in all areas of the media center. The care of library books is governed by the same rules as the care of textbooks. Nothing should be cut out of or drawn in books or magazines. All materials borrowed from the library should be returned promptly.

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### **MEDICATION ADMINISTRATION**

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

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

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

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

1. Parental Medical consent form

### **Other Requirements**

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

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

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

Please contact the School District Nurse with questions.

Emily Wendt, R.N.

School District Nurse

Phone: 788-7944 Ex. 4311

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### **NUISANCE POLICY**

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



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### **OUT OF ASSIGNED AREA**

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

#### **Violations:**

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

### **PERSONAL VALUABLES**

Money/valuables should never be kept in lockers or desks. If it is necessary to bring money/valuables to school, it should be entrusted to a teacher. The office is unable to make change for large bills.

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### **PHONE CALLS**

Students will be permitted to use the office telephone for **emergency calls home**. Local non-emergency type calls will be strictly limited and monitored. Students and teachers will not answer telephone calls during class time unless it is an emergency.

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### **PHYSICAL ATTACK ON STAFF MEMBER**

The act of intentionally pushing or striking a staff member.

Parent/Guardian notified, Police notified.

#### **Any Violation:**

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

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### **POSSESSION OF STOLEN PROPERTY**

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

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

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

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### **PROFANE LANGUAGE**

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

**1<sup>st</sup> Offense:** One 30 minute after school detention and/or a reasonable alternative consequence given by staff member with prior administrative approval.

**2<sup>nd</sup> Offense:** Two 30 minute after school detentions.

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

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## PUBLIC DISPLAY OF AFFECTION

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

### Violations:

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

The School District of Freedom 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, extracurricular activity involvement.

**Pupil Physical Health 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:** 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).

**Pupil Record:** Notes or personal records maintained by licensed professional school staff, records necessary for the psychological treatment of a pupil, HIV test result record.

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## RETENTION

A student may be retained in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades given one of the following situations:

- The student does not receive a passing grade for the year in any two of the core subjects (Language Arts, Math, Science, Social Studies).
- The student does not receive a passing grade for the year in any three subjects, including encore classes.
- An 8<sup>th</sup> grade student fails to meet the 8<sup>th</sup> grade promotion policy expectations.

**The 8<sup>th</sup> grade Promotion Policy is located at the back of this handbook.**

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1. Semester grades will be averaged to determine the grade for the year, with these guidelines:
    - a. Grades having (+) and (-) additions attached will be considered in determining the final grade.
    - b. Two “F’s” will be considered failing and two “D’s” will be considered passing.
  2. Grades from previous schools will count toward final grades when students transfer in during the course of the school year.
  3. Teachers are to keep information relative to the basis for a particular grade and to present that information to students and/or parents/guardians upon request.
  4. Teachers will make efforts to keep students regularly informed of their grades and offer assistance to students in an effort to improve their grades. Teachers will contact parents when a child’s grade drops to failing status. The parent, teacher and child will work collaboratively to help the child improve their grade.
  5. Parents/Guardians will be notified at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> term/quarter if the potential exists that their child might be required to repeat the grade.
  6. Exceptions to any of the above statements regarding retentions shall be determined by the principal, the guidance counselor, and faculty members. The Director of Pupil Services may serve as a consultant if needed.
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## SCHOOL COUNSELING SERVICES

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

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## SCHOOL TIMES

The middle school day officially begins at **7:55 A.M. and ends at 3:21 P.M.** All students are expected to arrive to school and class on time. If students are tardy to school or class, an infraction slip may be issued and students may be expected to make up the time – especially if a pattern of frequent tardies becomes evident. Teachers will be available to help students each morning beginning at 7:45 AM. Students will not be permitted in areas of the building that are not supervised by faculty members prior to 7:50 AM. At dismissal time, students not riding the bus must leave school grounds at this time unless participating in a supervised school activity. Students are to walk to their buses using the sidewalk. Bus students are to go directly to their assigned buses.

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## SCHOOL WELLNESS POLICY

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

### Food:

- \*Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% (+/- 5%) of its total calories derived from fat.
- \*Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% (+/- 5%) of its total calories derived from saturated fat.
- \*Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- \*It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- \*Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

### Beverages:

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

### Candy and Snack Foods

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

### Snack foods must meet the following criteria:

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

### Portion size is limited to:

- \*Snack foods\* are 1.25 ounce or less
- \*Cookies and cereal bars are 2 ounces or less

- \*Bakery items (muffins) are 3 ounces or less
- \*Frozen desserts, ice cream are 3 ounces or less
- \*Yogurt is 8 ounces or less
- \*Beverages (except water) are 12 ounces or less

Foods not recommended for sale include all large sized portions, regular chips, and candy.

\*Snack foods include chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit and jerky.

**Food Service Program**

- \*The meal program will continue to follow the US Government’s Nutrition Standards.
- \*Food Service will be expected to make every effort to follow the District’s Nutrition Standards when determining the items in a la carte sales.
- \*A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
- \*A la carte items that do not meet the District Nutrition standards may be acceptable when offered on an intermittent basis.

**Lunchroom Climate:**

- \*A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- \*It is encouraged that the lunchroom environment be a place where students have:
  - \*Adequate space to eat and pleasant surroundings
  - \*Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch) and
  - \*Convenient access to hand-washing facilities before meals

**Fundraising:**

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

**Teacher-to-Student Incentive:**

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

**Physical Activity:**

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

**Implementation and Evaluation:**

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

**SECURITY CAMERAS**

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

### SEXUAL ASSAULT

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

Parent/Guardian notified.

#### Any Violation

- ◆ Police notified, possible referral to social services.
  - ◆ Up to five (5) days out-of-school suspension.
  - ◆ Possible referral to the Board of Education with recommendation for expulsion.
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### SKATEBOARDS/ROLLER BLADES/TENNIS SHOE SKATES

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

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### SLEEPING IN CLASS

Students are expected to be engaged and attentive during instructional time.

#### Violations:

1. Students will be issued a **one (1) hour detention** by a teacher.
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### SNOWMOBILES (USE OF)

The following policy is maintained to assure the safety of persons on school property:

1. The Board will not permit the use of snowmobiles for travel to and from school or to be parked on school district property.
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### STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

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

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

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

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

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### STUDENT FEES

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

- Student Fee                                 \$45.00
- PE Shorts                                     \$10.00
- Yearbook                                     \$20.00

#### Other Fees

- Student ID Card Replacement - \$5.00
  - Student Agenda Replacement - \$5.00
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## **STUDENT LIFE-THREATENING/COMMUNICABLE DISEASE POLICY**

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

School district personnel (principals, teachers, counselors, social workers, and other support staff) are responsible for reporting communicable diseases to the local health officer (County Health Departments). 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 and information collected on students with suspected or confirmed life-threatening/communicable diseases are confidential and handled in accordance with state law and board policy on student records.

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

Beyond the above, these steps will be referenced:

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

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

## STUDENT PUBLICATIONS

Official school publications will include newspapers, yearbooks, and literary magazines which are prepared in regularly scheduled classes or by approved co-curricular organizations and supervised by a faculty advisor appointed by the principal.

Student journalists will be responsible for the publication of factual materials which are not to be obscene, libelous, or slanderous. Further, the material will not incite students to the commission of unlawful acts, violation of school regulations, or substantial disruption of school operations.

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

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## STUDENT QUESTIONING BY NON-SCHOOL PERSONNEL

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

### I. Law Enforcement Interviews

#### A. Types of Student/Law Enforcement Interviews

1. A student suspect interview is an interview with a student who is suspected of some violation of the law or some other offense.
2. A student witness interview is an interview with a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime or other offense.

#### B. General Requirements Regarding Student/Law Enforcement Interviews on School Premises

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

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

#### C. Special Requirements Regarding Student Suspect Interviews

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

### II. Social Work/Counselor Interviews

Social workers and counselors from agencies other than the school may not remove a student from the school building while the student is properly in attendance without the permission of the parents or guardians or unless the student is under the legal

custody of the agency represented. Social workers and counselors from agencies outside the school may counsel with a student upon presentation of permission to do so either by the parents or guardians or the agency holding legal custody. All questioning of students shall be done in such a manner as to minimize disruptions to the school or individual.

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### **SUBSTITUTE TEACHERS**

A substitute teacher holds the same status as the regular classroom teacher and must be shown the same respect by the students. All school and classroom policies are the same whether there is a substitute or not. Students who violate school rules when a substitute is present may have double the Honor Level infractions assigned for each violation.

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### **SUSPENSION AND EXPULSION**

Under state statute, principals have the authority to suspend students for periods not to exceed 5 (five) days per infraction and the Board of Education has the authority to expel a student. Suspension occurs when a student deliberately violates a school rule that negatively affects the school atmosphere. Expulsion occurs when a student continuously violates these rules or violates a more serious rule. Please check the building code of this handbook for more information.

**ADMINISTRATIVE GUIDELINES:** If a student is in the eighth grade or some earlier grade at the time of expulsion, it will be the responsibility of the building principal to determine the level at which the student is readmitted to school following the expulsion. The principal will take into consideration such things as test data and academic efforts made by the student during the period of expulsion.

If the student is in grades nine or above, he/she will be required to take again any single semester course in which he/she was enrolled at the time of expulsion if he/she wishes credit for those courses. Students will not be allowed to participate in the second semester of two semester courses without having first received credit for the first semester of these courses.

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### **TEXTBOOKS (USE OF)**

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

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

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### **THEFT**

The act of taking or concealing the property of another without that person's consent:

Parent/guardian notified.

#### **Each Violation:**

- ◆ Up to five (5) days in-school or out-of-school suspension, referral to police, and/or restitution and damages paid by the student.
  - ◆ Repeated offenses may lead to possible recommendation for expulsion.
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### **THREATS OR INTIMIDATING ACTS**

The act of verbally or by gesture threatening the well being, health, or safety of any person on school property or in route to or from school. Parent/Guardian notified. Possible referral to police.

#### **First Violation**

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

#### **Second Violation:**

- ◆ Up to five (5) days out-of-school suspension (\*In extreme circumstances, possible recommendation for expulsion may be made)
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## TOBACCO USE/POSSESSION POLICY

1. It is the policy of the school district that all uses of any tobacco product by any person are prohibited in all district facilities or on school grounds.
2. Use of any tobacco product is prohibited in all school owned/leased/operated vehicles.
3. Use of any tobacco product is prohibited by all students while they represent the Freedom School District in any class or activity either at school or an off-campus event.

The failure of a student to follow this policy results in the following punishments:

1. **First Violation**
    - a. Referral to the police.
    - b. Notification of parents.
    - c. Completion of a smoking packet or serving an in-school suspension.
  2. **Second Violation**
    - a. Referral to the police.
    - b. Notification of parents.
    - c. Completion of a smoking packet or the review of the smoking plan from the packet.
    - d. In-school suspension.
  3. **Third Violation**
    - a. Repeated violations may result in more severe penalties.
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## TRUANCY POLICY

### **Definition:**

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

### **Plans and procedures for identifying truant children, etc.**

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

### **The immediate response to be made by school personnel when a truant child is returned to school**

All students are to clear through the school attendance office for the necessary document to return to class. The proper school official is to be notified that the student has returned so the school's policy can begin working.

- Examples:**
- Referral to counselor
  - Drafting of definitive plan
  - Convene an I.E.P. meeting
  - Home visitation

### **Involvement of parents and guardians in the truancy problem**

The parents of the truant student need to be involved from the very start.

As the incidences of truancy continue, parental/guardian involvement is necessary to encourage the student to attend school. The school and parent/guardian should re-direct their focus from consequences to behavior modifications after a period of time. Together they need to develop an action plan (contract) to help the student in school. An example of a possible contract is as follows:

A student contract should be agreed upon by the parent(s)/guardian(s) to include consequences that would occur at home as well as at school (loss of free time, TV limitations, curfew, etc). (Contract should include positive reinforcements for proper school attendance).

### **Truancy Procedures:**

- A. In the event of truancy, the building administrator or designee will notify the parent by phone or personal contact of which a written record is kept. A written notice is appropriate if the parent cannot be reached via the phone. The district attendance officer/designee shall also be notified of each incidence of truancy. The district attendance officer/designee will attempt to locate the truant student and return him/her to school.
- B. The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include:

1. A statement of a parent or guardian's responsibility to cause the child to attend school regularly.
2. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a children-at-risk program.
3. A request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time, and place for the meeting, and name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five (5) school days after the date that the habitual truancy notice has been sent to the student/parent/guardian; however, the date for the meeting may be extended for an additional five (5) school days. (If a meeting between the school personnel and the parents or guardian is not held within ten (10) school days after the date the notice is sent, the parent or guardian may be prosecuted for failing to cause a child to attend school regularly and municipal or juvenile court proceedings relating to the child may be initiated without the meeting between the parent or guardian and school personnel).
4. A statement of the penalties that can be imposed on parents or guardians if they fail to cause a child to attend school regularly as required.

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

- C. State law provides that a school may not fail a student solely because of the pupil's unexcused absences. The student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Opportunity will be provided to make-up tests and quizzes. A minimum of two (2) days must be provided to make-up work. The classroom teacher may extend this for extenuating circumstances.

### **Contributing to Truancy**

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

### **Habitual Truant**

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

### **Interventions**

- A. Guidelines for Interventions
  1. Parents are notified by phone or written notice, if they cannot be reached by phone, as soon as truancy is determined (personal contact by phone is preferred).
  2. Send a letter to the parents requesting a conference.
  3. Teachers may contact parent regarding attendance.
  4. A referral may be made to the appropriate guidance counselor/pupil services staff.
  5. A referral may be made to the building consultation team for consideration of alternatives for the truant student, taking into consideration the possible changes in the child's curriculum, evaluation of possible learning or social problems.

The preceding procedures are in accordance with all current Wisconsin Statutes relative to compulsory school attendance and truancy.

## **VANDALISM / CRIMINAL DAMAGE**

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

\*Parent/guardian notified, police referral, restitution, in-school or out-of-school suspension, and/or recommendation for expulsion.

## **VISITORS**

Visitors are certainly welcome at Freedom Middle School. However, for reasons of student safety, all visitors must enter using only the main entrance during normal school hours. Visitors must come to the office window in the main entryway and use the two-way communication device and state their reason for being in our building. The office secretaries will buzz visitors in if the reason stated is acceptable and visitor identification is acceptable. All visitors are asked to then report to the office to sign in and receive a visitor ID badge that must be worn while in the building. This policy is necessary to help us protect students against unauthorized visitors.

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

## WEAPONS ON SCHOOL PREMISES

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school sponsored function or event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, destructive device, metal knuckle or any other look-alike object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, 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.

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

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

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

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

# Freedom Middle School - 8<sup>th</sup> Grade Promotion Policy - (8<sup>th</sup> to 9<sup>th</sup> grade promotion)

