Freedom Elementary School Handbook

2026-2027



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

SCHOOL HANDBOOKS Administration may periodically update the student handbook to reflect changes in policy, rules, formatting and editing as necessary. The current handbooks are available on the District website.

FREEDOM ELEMENTARY SCHOOL

Welcome from the Principal,

Welcome to Freedom Elementary School where we strive for all of our students to Believe, Achieve and Succeed. We know that with the efforts of the wonderful team of teachers and staff that we will be able to help your students find success this school year. It is a privilege to be a part of your students' journey through their learning and development. At Freedom Elementary, we believe that a strong foundation in literacy and mathematics, as well as social emotional learning are essential to help educate the whole child. Meeting the needs of individual students is our number one goal for our school. With an individualized approach to teaching your student, we will be able to fulfill this goal.

While we at the school will do our absolute best to educate your child, we are not on this journey alone. When it comes to your student's development, you are the most important piece to the puzzle. It is our mission to foster relationships based upon strong communication between school and family to create a partnership in your student's education. This partnership has continued to grow and it is our goal that we will continue to build upon those foundational partnerships.

I feel truly honored to be able to lead the students of Freedom Elementary this upcoming school year. We want all students to have many opportunities for success. We look forward to a wonderful year growing as partners in your students' education.

Tammy Lipsey
Elementary Principal

Freedom Elementary School Motto: Believe, Achieve, Succeed

Freedom Area School District 2026-2027 Calendar

FREEDOM AREA SCHOOL DISTRICT

District Office Telephone Number 920-788-7944

District Office	email address		Phone Ext.
Dr. Jill Brock	District Administrator	jbrock@freedomschools.k12.wi.us	4303
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Jenny Biese	Special Education Admin. Assist.	jbiese@freedomschools.k12.wi.us	4307
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Dana Eggert	District Accounts Payable	deggert@freedomschools.k12.wi.us	4312
Nichole Weyenberg	Exec. Asst. to District Administrator	nweyenberg@freedomschools.k12.wi.us	4290

FREEDOM ELEMENTARY SCHOOL STAFF

Freedom Elementary School Telephone Number 920-788-7950

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Freedom Elementary Teaching Staff			

https://www.freedomschools.k12.wi.us/schools/fes/about/staff-directory.cfm

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

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

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mrs. Lipsey, Principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2026 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISSION OF FREEDOM ELEMENTARY SCHOOL

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

VISION & MISSION OF THE FREEDOM AREA SCHOOL DISTRICT

"Excellence is not only our goal, it is our tradition."

The mission of the Freedom Area School District is to develop in our youth a continuing desire to learn. To this end, educational programs which fit the appropriate developmental abilities, needs, and interests of our students will be provided on an equal basis. With this goal in mind, appropriate academic, cognitive, emotional, physical, social and vocational skills will be developed in our students.

SECTION I - RIGHTS/EXPECTATIONS/POLICIES

STUDENT RIGHTS AND EXPECTATIONS

The rules and procedures of Freedom Elementary School (FES) are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. All members of the Freedom Elementary School (FES) community are expected to be responsible, respectful, and safe. For students, this means that you:

- Do the best job you are capable of doing whether it is in the classroom, outside at recess, in the cafeteria or on the school bus
- Make wise use of the facilities and equipment available to you
- Conduct yourselves in a respectful manner
- Respect the property and rights of others
- Cooperate and work with your classmates, teachers, and other school personnel

Freedom Area Schools believe that all students are entitled to:

- A quality education by teachers with an interest in individual students
- Be treated with dignity and respect
- Consistent and fair treatment in relationship to school policies and expectations
- Attend a school that has a safe and healthy environment
- Due process when school policies are enforced

PARENT RIGHTS AND EXPECTATIONS

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. Parent/Guardian support is a critical part of student success and parents are encouraged to build a two-way link with their child's teachers by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals. The following are some of the areas in which students can be supported outside of the classroom:

- Actively participate in their child's education
- Communicate regularly with school staff regarding the child's academic and behavioral progress
- Ensure that the child attends school promptly and report reasons for absences
- Report to school personnel any problems or conditions that may affect their child's daily performance at school
- Provide their child with the materials necessary to complete school work
- Provide positive role models in the community for students as well as at extracurricular events associated with the school

TITLE I COMPACT

FREEDOM ELEMENTARY SCHOOL

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

Student Goal:

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

Parent Goal:

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

Teacher/School Goal:

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

SCHOOL BOARD POLICY

In addition to the information in this handbook, the Board of Education of Freedom Area Schools has developed district policies for the efficient operation of the district. Copies of the Board of Education policies can be found online and in the District Office.

SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible student. All school rules are subject to regular review. Students or parents who have a suggestion for a change or a new procedure are encouraged to talk to a teacher, an administrator, or the Positive Behavioral Support Committee (PBS). All suggestions will be given due consideration and presented to the Superintendent and the Board of Education where appropriate. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Individuals who are not satisfied with a decision or discussion regarding school procedures should contact the building principal. A complaint or challenge that remains unresolved after discussing the matter with the building principal must be submitted in writing and will be reviewed by the superintendent according to Board policy (Board Policy 5710-Student Complaints). The superintendent will confirm or reject the administrator's decision. If the concerned party is not satisfied with the superintendent's decision, an appeal can be made through the school board.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the District Administrator at 920-788-7940.

It is also the policy (Board Policy 5517 – Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity 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.

Any person who believes that the Freedom Elementary School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Dr. Gereon Methner
Middle/High School Principal
(920) 788-7940
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

Mrs. Sara Hechel
Director of Pupil Services/Assessment Coordinator
(920) 788-7948
N4021 County Road E Freedom, WI 54130
shechel@freedomschools.k12.wi.us

The complaint procedure is described in Board Policies 2260 - Nondiscrimination and Access to Equal Educational Opportunity and 5517 – Student Anti-Harassment. The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517 – Student Anti-Harassment, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building administrator.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics" which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

A. graffiti containing offensive language;
B. name calling, jokes or rumors;
C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
D. Notes or cartoons;

E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Freedom Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Dr. Gereon Methner
Middle/High School Principal
(920) 788-7940
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

Mrs. Sara Hechel
Director of Pupil Services/Assessment Coordinator
(920) 788-7948
N4021 County Road E Freedom, WI 54130
shechel@freedomschools.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517 – Student Anti-Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

A. Unwelcome verbal harassment or abuse;
B. Unwelcome pressure for sexual activity;
C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
B. Rating a person's sexuality or attractiveness;
C. Staring or leering at various parts of another person's body;
D. Spreading rumors about a person's sexuality;
E. Letters, notes, telephone calls or materials of a sexual nature;
F. Displaying pictures, calendars, cartoons or other materials with sexual content;
G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the school that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, 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. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Dr. Gereon Methner
Middle/High School Principal
(920) 788-7940
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

Mrs. Sara Hechel
Director of Pupil Services/Assessment Coordinator
(920) 788-7948
N4021 County Road E Freedom, WI 54130
shechel@freedomschools.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board Policy 2266, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate

discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action.**See Appendices for Incident Report. (Board Policy 5517.01 - Bullying)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to a Building Administrator or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516 – Student Hazing]

SECTION 504/ADA COMPLAINT

Any person who believes that the Freedom Elementary School or any staff person has discriminated against them in violation of the Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Mrs. Dana Osowski
Elementary Associate Principal
(920) 788-7950
N3569 County Road E Freedom, WI 54913
dosowski@freedomschools.k12.wi.us

Dr. Gereon Methner
Middle/High School Principal
(920) 788-7940
N4021 County Road E Freedom, WI 54130
gmethner@freedomschools.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the District's website.

SECTION II - SCHOOL OPERATION

ARRIVAL TIME

Students are expected to arrive promptly to school. Doors remain locked until supervision starts at 7:35 AM. Students may not be dropped off prior to 7:35 AM. Please remember the first classes do not start until 8:00 AM. Any parent driving their children to school should drop off their child in the car drop off line. Students should enter through the main school entrance. All other doors will be locked. Parents may not walk children to their classes.

SCHOOL DAY

Freedom Elementary School is 8:00 AM-3:05 PM . FES has an intervention/enrichment period for 30 minutes. Lunch is 50 minutes long and includes passing time and a 20 minute recess time.

RECESS

Most students are dismissed from class to recess then to the lunch room. There are exceptions so please see the above schedule. Students are expected to follow all school rules while in the playground area.

All students in the elementary school are required to go outdoors for recess unless they have a doctor's excuse for a chronic condition, recent surgery, or injury which would be aggravated by participating in this activity. This excuse must list any restrictions and the termination date of the restriction. During inclement or severely cold weather, all students are kept indoors at recess time. Please be sure your child has appropriate clothing for outdoor wear. Boots to keep the feet dry are necessary, also hats and mittens. Winter snowpants and boots are needed to go off the blacktop at recess. A jacket must be worn under 50 degrees If your child is recovering from an illness, please notify the teachers. Your child will be reminded not to engage in strenuous outdoor activity and to stay dry while outdoors.

LUNCH/CAFETERIA

Students are dismissed to the cafeteria and must sit in their designated homeroom area for the beginning of the school year. It changes to a grade level area after the first few weeks. Students are expected to follow all school rules during lunch.

LIBRARY/RESOURCE CENTER

The library center is available to students throughout the school day with teacher permission. Students have library weekly. Requests for reconsideration of the school library and media center materials shall be processed in accordance with Policy 2522.

HOMEROOM ASSIGNMENT

Homeroom placements are provided to parents via Skyward in mid to late August or upon enrolling during the school year.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written or oral request by the parent or the parent comes to the school office to request the release. The person requesting must be listed on the emergency card. No student shall be released to anyone who is not authorized by a parent with authority to do so. (Board Policies 5200 - Attendance and 5230 – Release of Students to Authorized Persons)

SUPERVISION

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

TELEPHONE

Students may request to use the telephone in the Elementary School Office if needed. All students are prohibited from using classroom phones without permission from the teacher. Students in Grades 4K-5 must have phones silenced and stored in backpacks (out of sight).

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Building Administrator and/or law enforcement. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Building Administrator regarding these restrictions. Students may not bring visitors to school (Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)

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

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the School Secretary. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the district office for specific details.

OPEN ENROLLMENT

The Freedom Area School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 – Open Enrollment and 5113.01 – Part-Time Open Enrollment) **Please note that good attendance is required to prevent your open enrollment from being revoked.**

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330 – Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of student records - 1) directory data and 2) confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Policy 8330 – Student Records and includes **(a)** a student's name, **(b)** photograph, **(c)** major field of study, **(d)** participation in officially recognized activities and sports, **(e)** height and/or weight, if a member of an athletic team, **(f)** dates of attendance, **(g)** date of graduation, **(h)** degrees and awards received, **(i)** name of school most recently previously attended. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the district administrator or consult the Board Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or their parents;
B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or their parents;
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the district administrator to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building administrator. The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

STUDENT FEES, FINES, AND CHARGES (*FEES subject to change)*

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

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (Board Policy 6152 – Student Fees, Fines, and Charges). The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship. (Board Policy 6152.01 – Waiver of School Fees or Fines) Students using school property and equipment can be fined for excessive wear and abuse.

COAT HOOK AREA (LOCKER)

A student coat hook is provided by the school for the convenience of the student solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the coat hook locker for any other purpose. The locker assigned to a student is not the student's private property or under his or her exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker will be held by the school for return to the parents or guardian of the student (without liability to the school for safe keeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker may be turned over to law enforcement officials. *All lockers areas need to be cleaned each summer. ALL materials must be removed and discarded at the end of the school year.* ***FREEDOM ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS****.*

LOST AND FOUND

The lost and found area is located outside the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

NEWSLETTER

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

STUDENT BIRTHDAYS/SPECIAL EVENTS

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

PEANUT/NUT FREE ALERT EFFECTIVE 9-2011 BY FASD

We have several students at Freedom Elementary School with allergies to nuts/peanuts. Some of these students do not have to consume them to have a reaction. They can react from being in close proximity to the allergen. Their reaction can be life threatening. We are aware that this is a challenge when preparing snacks and lunches, but we need to keep Freedom Elementary a safe place for all students. It is important to read the labels of the snacks you are sending. A lot of products are made on the same assembly line as items that have nuts. You will see a note by the ingredient list that states "made with items that may contain nuts". These items are **not** okay to send with your child as a birthday treat or shared snack. Another thing to remember is that coconut is not allowed either. Coconut is classified as a fruit, however most children with nut allergies are also highly allergic to coconut.

Freedom Elementary School has been NUT/Peanut FREE since September 2011. This means no cold lunches or school snacks or treats that can contain any nuts or peanuts.

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

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

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

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

We appreciate your understanding with these issues. We know this is challenging. Please see the school web site at www.freedomschools.k12.wi.us for snack alternatives that are nut/peanut free. Go to the drop down box under Main Menu along the top and go to District and click on the Departments tab along the

top, click on School Nutrition and scroll down to Safe Snack Guide - Nut Free List. Thank you for taking this seriously so we can all have a safe environment to learn!

ANNOUNCEMENTS & ADVERTISING OUTSIDE ACTIVITIES

Student organizations, teachers, the building secretary, and staff may request information to be shared on the morning announcements that are subject to administrative approval. No announcements or posting of outside activities will be permitted without the approval of an administrator. A minimum of twenty-four (24) hours advance notice is required to ensure that the Building Administrator has the opportunity to review the announcement or posting. (Board Policy 9700 – Relations with Non-School Affiliated Groups)

STUDENTS WITH DISABILITIES

The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Director of Pupil Services, Sara Hechel, at 920-788-7944 ext. 4302. (Board Policy 2460 – Programs for Students with Disabilities) The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the District's required curriculum. (Board Policy 2260.02 – Services for Bilingual Students/English Learners)To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Dana Osowski at 920-788-7950 ext. 3101.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 – Animals on District Property. Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the Building Administrator. An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. Therapy dogs which meet the certification and documentation requirements in Policy 8390 – Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the Building Administrator.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Building Administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. **See Care of Property in Student Conduct.

USE OF CELL PHONES OR PERSONAL COMMUNICATION DEVICES

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100. Students may use PCDs before and after school, at school-related functions, and on school buses or other Board-provided vehicles as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during school-related functions. Use of PCDs except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed in vibrate or silent mode) and stored out of sight in lockers.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the Building Administrator.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

During after school activities, PCDs shall be stored out of sight when directed by the administrator or sponsor.

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

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

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

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

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

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

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

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

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (Board Policy 5136 – Personal Communication Devices)

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents during the school day.

**"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

STUDENT FUND-RAISING

No student is permitted to sell any item or service in school without the approval of the Building Administrator. Violation of this rule may lead to disciplinary action. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830 – Student Fund-Raising). The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. For fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.
3. If the fund-raising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen years of age.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds with approval by the Building Administrator.

SECTION III - SCHOOL HEALTH AND SAFETY

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately. All students must have an emergency medical information form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – Student Accidents/Illness/ Concussion & Sudden Cardiac Arrest)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION AND SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 – Emergency Medical Authorization that requires every student to have an Emergency Medical Authorization Form completed and signed by their parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care are to be observed.

A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The Medication Request and Authorization Form 5330 F1, Form 5330 F1a, and Form 5330 F1b must be filed with the Building Administrator before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
C. All medications to be administered during school hours must be registered with the school nurse or school office staff.
D. Medication that is brought to the Elementary School office will be properly secured.
E. Medication may be conveyed to school directly by the parent.
F. For each prescribed medication, the container shall have a pharmacist's label with the following information: student's name; practitioner's name; date; pharmacy name and telephone; name of medication; prescribed dosage and frequency; and special handling and storage directions.
G. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
H. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 – Administration of Medication/Emergency Care) Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Building Administrator. Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Building Administrator, consistent with the approved plan adopted by the District and updated annually, as necessary.

USE OF NONPRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 – Administration of Medication/Emergency Care. Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent. The Nonprescription Drug Product Request and Authorization Form 5330 Fla must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose. The parents request to administer a nonprescription drug product shall contain the following information:

1. student's name;
2. date;
3. name of medication;
4. dosage and frequency;
5. special handling and storage directions;
6. authorization for trained and authorized school staff to administer the medication; and
7. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. If a student is found using or possessing a non-prescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. In accordance with Board Policy 8450 – Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Building Administrator may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parents. Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services. Any student's removal from school will be until the student meets the "return to school" criteria specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 – Direct Contact Communicable Diseases) Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services. As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 – Facility Security and the School Safety Plan:

All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.

A. All visitors are given and required to wear a visitor pass while they are in the building.
B. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
C. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
D. All outside doors, except the main entrance, are locked during the School day.
E. Portions of the building that will not be needed after the regular school days are closed off.
F. Students are encouraged to carry identification cards with them at all times in school or on school property.
G. All District employees are to wear photo-identification badges while on District property.

THE SCHOOLS AND GOVERNMENTAL AGENCIES

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances. The District contracts with one (1) or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO. When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises. If law enforcement is contacted by the administration for assistance, the administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable. When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the District Administrator. Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds. See Board (Policy 5540 - The Schools and Governmental Agencies) for the different procedures to be followed for each category above.

SCHOOL RESOURCE OFFICER (SRO)

Freedom Area Schools have contracted with the Outagamie County Sheriff's Department to provide a School Resource Officer (SRO). The SRO's presence is intended to provide additional security for our campus, staff, and students. The SRO will also provide proactive instruction on student health and safety topics in grades 4K-12. The SRO officer may engage with the administration in critical events as appropriate.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills. The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. The drill will be initiated and terminated by an all school

announcement over the PA system. Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The drill will be initiated and terminated by an all school announcement over the PA system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents via phone and email, social media, and the following radio and television stations: WFRV TV5, WBAY TV2, WGBA TV26/32, WLUK FOX TV11, WIXX, Y100, The Drive, Duke FM, WTAG, and WNFL. Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. (Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives. The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy. The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
B. items pre-approved by a Building Administrator and/or the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
C. theatrical props used in appropriate settings; and
D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how

this information was obtained. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

VIDEO AND AUDIO SURVEILLANCE

The Board of Education has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

SECTION IV - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. A permission slip is sent home prior to each field trip to obtain the parent's signature to go on field trips. (Board Policy 2340 – District-Sponsored Trips) Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips. Field trips may be non-refundable due to cancellation, bad weather, or illness. No other siblings/children may attend a field trip with chaperones. **Students need to ride the bus to and from field trips. Under special circumstances and in advance- a student MUST come to the office PRIOR to the day of field trip and obtain a Travel Release Form**.

PHYSICAL EDUCATION

Students of 4K-5 grades will participate in Physical Education courses throughout the entire school year. Students should wear appropriate clothing for physical activity (including athletic shoes) on days when they have PE. A medical excuse from a doctor is needed if a student is unable to participate in physical education. Students are required to bring a medical excuse from their doctor to the office. A copy will be kept on file in the office as well as forwarded to the PE teacher.

GRADES AND GRADING PERIODS

Teachers have a standard based grading procedures, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will inform the students at the beginning of the course work.

ELEMENTARY GRADING SCALE :

Exceeding	4	Exceeding the grade level standard or expectation. Producing quality work consistently.
Meeting	3	Meeting the grade level standard or expectation. Producing quality work.
Progressing	2	Progressing toward the grade level standard or expectation. Producing the required grade level work with teacher direction and assistance.
Beginning	1	Beginning to develop the grade level standard or expectation. Not yet able to produce required grade level work.

Grading Periods:

Students shall receive a report card at each semester grading periods and are posted to the Student Portfolio feature in Skyward. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

4TH GRADE PROMOTION

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

1. earning passing grades in 4 of 5 core subjects

OR

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

OR

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

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

AND/OR

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

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence (AI) platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms. All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students. Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (Board Policy 5505 – Academic Honesty)

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy 5870 – Student Production of Goods and Services)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the District's policies and administrative guidelines. Prior to accessing the Internet at school, students are required to confirm their

agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year. Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in "cyberbullying" is prohibited. ""Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others." Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7540.03 – Student Technology Acceptable Use and Safety)

Students are prohibited from using District technology resources to access and/or use social media unless for educational or instructional purposes directed by a school staff member. **Freedom Area School District Device Handbook can be found in the Appendices.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623 – Student Assessment) Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION V - STUDENT ACTIVITIES

SCHOOL-SPONSORED ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. The school has many student groups that are approved by the Administration and Board of Education. Authorized groups include curricular-related activities, extra-curricular activities, and athletics. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

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

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730 – Equal Access for Non District-Sponsored Clubs and Activities)

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (Board Policy 5722 – School-Sponsored Publications and Productions)

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include the distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, t-shirts, and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, weblogs ('Blogs), video or audio clips, (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include the presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, video blogs (vlogs), podcasts, social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available

broadcast technology). The Board expressly prohibits the use of social media related to student productions.

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02. For purposes of this policy, the school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members and other individuals who are invited by the District Administrator authorized or otherwise permitted by the District Administrator to view a performance or receive directly from the District a publication and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e. to the general public): See Board Policy 9160 – Public Attendance at School Events.

All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, profane, or unsuitable for immature audiences.

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.

Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student media. Any advertisements must be consistent with Policy 9700.01.

Advertisements submitted for publication or inclusion in production shall be reviewed by the building principal for a determination that they are appropriate for juveniles, who retains the final authority to determine whether an advertisement is appropriate, and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions
Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
B. fail to identify the student or organization responsible for the publication/performance;
C. solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.

SECTION VI - STUDENT CONDUCT

ATTENDANCE

The Freedom Area School District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the Policy 5200 - Attendance. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Excuse for Absence

A parent of a student who is absent shall provide **either** a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Without such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. No student shall be released to anyone who is not authorized by a parent with authority to do so. (Policy 5230)

Excused Absences

A student <u>shall</u> be excused from school for the following reasons:

<u>Physical or Mental Condition</u>

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds ten (10) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

<u>Obtaining Religious Instruction</u>

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by a school administrator Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of

the school regularly attended, the names of the students who attended such weekly religious instruction. See Board Policy 5223 – Absences for Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

A. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
B. to attend a funeral
C. legal proceedings that require the student's presence
D. vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Building Administrator and the student's teacher(s) to make necessary arrangements. See Appendices for Pre-Arranged Absence Form.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

A. Quarantine
   -Quarantine of the student's home by a public health officer.
B. Illness of an Immediate Family Member
   -The illness of an immediate family member.
C. Emergency
   -An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
D. Work at Home Due to Absence of Parents

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15, Wis. Stat.). When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out. **Please note that good attendance is required to prevent your open enrollment from being revoked for the Freedom Area School District**.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

A. Counseling the student;
B. Requiring the student to make-up lost time;
C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
D. Conferring with the student's parents;
E. Suspending the student from school;
F. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Board Policy 5611 – Due Process Rights, the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by a written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer. No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities: It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities: Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Habitually Truant Enforcement

The school administrators shall send parents a certified letter when the student initially becomes a habitual truant, this letter shall place the parents on notice:

A. of the parent's responsibilities under state law to require the child to attend school regularly.
B. that the parent or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at-risk;
C. of the School District's request for the parent to meet with appropriate personnel to discuss the child's truancy.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Building Administrator and with the knowledge and approval of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Building Administrator.

Make-Up Course Work and Examinations

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up.

Teachers shall have the discretion to assign substitute coursework and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Building Administrator based upon extenuating circumstances.

Tardiness
Students who are not in their assigned class at the deemed start time are considered tardy. Students who attend any part of the class shall be recorded as present. All students who are tardy to school must report to the school office to sign in. Teachers are requested to refer cases of chronic tardiness to the Building Administrator.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

STUDENT BEHAVIOR

Freedom Elementary School students are expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, showing consideration for fellow students and creating a positive, cooperative school atmosphere. The guiding principles at Freedom Elementary School are known as the "**Irish Best"**. The three core expectations of the "Irish Best" are: **be respectful, be responsible, and be safe**. We expect that students live the "Irish Best" and conduct themselves as good citizens at all times; in classrooms, hallways, commons, on campus, and while at school activities.

CODE OF CONDUCT

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

A. abide by national, state, and local laws as well as the rules of the school;
B. respect the civil rights of others;
C. act courteously to adults and fellow students;
D. be prompt to school and attentive in class;
E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
F. complete assigned tasks on time and as directed;
G. help maintain a school environment that is safe, friendly, and productive;
H. act at all times in a manner that reflects pride in self, family and in the school.

CULTURAL RESPONSIVENESS

Freedom Elementary School is committed to providing a school environment that is welcoming to all students. Such an environment is free from all derogatory racial or ethnic speech or action. Any elementary school student in violation of this commitment, whether such action is generalized or directed to an individual, will be subject to our leveled discipline system. This includes but is not limited to in- or out-of-school suspension and/or mandatory training on culturally responsive behavior. Examples include but are not limited to: racial slurs, the viewing or sharing of offensive materials (digital or analogue), and other actions that may be perceived by a reasonable adult to be culturally inappropriate.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Students are encouraged not to bring valuables such as jewelry, expensive clothing, electronic equipment, or irreplaceable items to school. These items are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents. Students must keep all backpacks and school bags at their coat hook during the school day. This policy is necessary to help ensure the safety of all students and staff in the building. The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
B. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) see Board Policy 5330 – Administration of Medications/Emergency Care;
C. all chemicals which release toxic vapors;
D. all alcoholic beverages;
E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
F. "look-alikes;"
G. essential oils and oil like products that may be mistaken for a drug; (Board Policy 5330)
H. anabolic steroids;
I. any other illegal substances so designated and prohibited by law.

Students are prohibited from the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia)

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products. It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students) The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides

documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers. Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct. It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class may subject the student to disciplinary action including but not limited to, suspension and/or expulsion from school. A teacher may remove a student from class for conduct or behavior that:

A. would result in suspension or expulsion under the Board's policies and procedures;
B. violates the behavioral rules and expectations in the Student Handbook;
C. is dangerous, disruptive or unruly.
   Such behavior includes, but is not limited to the following:
   1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
   2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
   3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
   4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
   5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
   6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
   7. 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.
   8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
   9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
   10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
   11. Throwing objects in the classroom.
   12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
   13. Behavior that causes the teacher or other students fear of physical or psychological harm.
   14. Willful damage to or theft of school property or the property of others.
   15. Repeated use of profanity.
D. interferes with the ability of the teacher to teach effectively.
   Such conduct includes, but is not limited to, the following:

1. repeatedly reporting to class without bringing necessary materials to participate in class activities.
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
F. is inconsistent with class decorum and the ability of others to learn.
Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500 – Student Code of Classroom Conduct)

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers (coat hooks) are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student’s refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771 – Search and Seizure)

STUDENT'S RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:
   a. is obscene to minors, libelous, indecent, or vulgar;
   b. advertises any product or service not permitted to minors by law;
   c. intends to be insulting or harassing;
   d. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
   e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
   Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Building Administrator twenty-four (24) hours prior to display. Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND GROOMING

The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or grooming practices which:

A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

A. the principal shall serve as the initial arbiter of student dress and grooming in their building;
B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:
A. Obscenity
B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit. No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other). Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences. If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511 – Dress and Grooming)

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Lamers Bus Service at 920-687-2671. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (Board Policy 8600 - Transportation)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

Previous to loading (on the road and at school)
Each student shall:
A. be on time at the designated loading zone (5 minutes prior to scheduled stop);
B. stay off the road at all times while walking to and waiting for the bus;
C. line up single file off the roadway to enter;
D. wait until the bus is completely stopped before moving forward to enter;
E. refrain from crossing a highway until the bus driver signals it is safe;
F. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

A. remain seated while the bus is in motion;
B. keep head, hands, arms, and legs inside the bus at all times;
C. not litter in the bus or throw anything from the bus;
D. keep books, packages, coats, and all other objects out of the aisle;
E. be courteous to the driver and to other bus riders;
F. not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

A. remain seated until the bus has stopped;
B. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board of Education has authorized the installation of cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600 - Transportation)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SECTION VII - STUDENT DISCIPLINE

POSITIVE BEHAVIORAL SUPPORTS (PBS)

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

Under the FES PBS plan, teachers model and reinforce appropriate student behavior, and students are expected to follow the "**Irish Best**:" be respectful, be responsible, and be safe. For students to display their BEST they are: **Being Respectful**, **Being Responsible & Being Safe**. In the Appendices, you can find the School Wide PBS Matrix defining behavioral expectations for every school environment.

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

DISCIPLINE LEVELS

When incidents occur outside of the classroom or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to the administration for investigation and action. The severity of the consequences applied by the administrative team depends on two factors:

1. The seriousness of the offense; and
2. The previous disciplinary record of the student

In an effort to take both factors into account, a progression of consequences (Discipline Levels) has been adopted. A student who is referred for violating a rule within this code will receive at least the consequences that correspond to the entry-level consequence for that offense. Student actions may violate several infraction categories, and students may receive a more strict consequence depending on the seriousness of the infraction.

REMOVAL FROM CLASS

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the Administrator. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

A. would result in suspension or expulsion under the Board's policies and procedures;
B. violates the behavioral rules and expectations of the school;

C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
    a. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
    b. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
    c. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
    d. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
    e. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
    f. pushing, striking, or other inappropriate physical contact with a student or staff member;
    g. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
    h. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
    i. restricting another person's freedom to properly utilize classroom facilities or equipment;
    j. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
    k. throwing objects in the classroom;
    l. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
    m. behavior that causes the teacher or other students fear of physical or psychological harm;
    n. willful damage to or theft of school property or the property of others; or
    o. repeated use of profanity.
D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
    a. repeated reporting to class without bringing necessary materials to participate in class activities; or
    b. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the Administrator and inform the Administrator of the reason for the student's removal from class. The teacher shall provide the Administrator with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class. The Administrator will generally give the student an opportunity to briefly explain the situation. The Administrator shall then determine the appropriate educational placement for the student.

Student Placement
The Administrator shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

A. an alternative education program approved by the Board under State law;
B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Administrator determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures
The Administrator shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Administrator. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students. If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities
A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions
"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extra-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Administrator's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline
Informal discipline takes place within the school. It includes:

A. writing assignments;
B. change of seating or location;
C. lunch-time, before school, or after-school detention;

D. in-school restriction;

In-School Discipline
The following rules shall apply to In-School Restriction:

A. Students are required to have class assignments with them.
B. Students are not to communicate with each other unless given special permission to do so.
C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
D. Students shall not be allowed to put their heads down or sleep.
E. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
F. No food or beverages shall be consumed.

SUSPENSION AND EXPULSION

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

Suspension

Duration and Grounds for Suspension
The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct which include, but are not limited to:

A. Noncompliance with school or School Board rules;
B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
C. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
D. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
E. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
F. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

Suspension Procedure
Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Administrator, within their discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

Notice of Suspension
The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

Sending a Student Home on the day of the Suspension
Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Administrator shall attempt to contact the student's parent or guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

Opportunity to Complete School Work
A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

Reference to the Suspension in the Student's Record
The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the Administrator finds that:

A. The student was suspended unfairly or unjustly;
B. The suspension was inappropriate, given the nature of the alleged offense; or
C. The student suffered undue consequences or penalties as a result of the suspension.

The Administrator shall make a finding within fifteen (15) days of the conference.

Co-Curricular or Extra-Curricular Participation
A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

Expulsion

Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

A. Repeatedly refused or neglected to obey the rules established by the School District;
B. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
E. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Disabled Students
Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines in Policy 5611 – Due Process Rights:

A. **Students subject to suspension:**
The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. **Students subject to expulsion:**
Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

Appendices

Freedom Area School District Device Handbook
Pre-Arranged Absence Form
FES School Wide PBS Matrix
Lamers Bus Rules