
FOND DU LAC

— SCHOOL DISTRICT —

Code of Rights and Responsibilities/ Student Handbook 2023-24

| | |
|--|----|
| Statement of Discipline Philosophy | 2 |
| Staff Dispositions | 2 |
| Shared Rights and Responsibilities | 2 |
| Honoring the Rights of Others by Increasing Respect, Responsibility and Safety | 2 |
| Students | 2 |
| Parents/Caregivers | 3 |
| All School District Staff | 3 |
| Key District Policies, Rights and Responsibilities | 3 |
| Standards of Student Behavior and Staff Responses | 15 |
| Behavior Levels and Possible Responses | 15 |
| Concerns and Grievances | 15 |
| Common Terms | 15 |
| Allegation of Bullying Incident | 15 |
| Discrimination Complaint Form | 15 |

Statement of Discipline Philosophy

Positive student behavior is essential to student learning and our school district is committed to developing the staff dispositions, systems and practices to ensure students are learner ready and successful in school. This philosophy was created with students, parents, caregivers, staff and community representatives in mind and represents the collective values, beliefs and expectations we have for our schools in supporting positive behavior in our students. Our philosophy provides direction for the continuous improvement of this document and the systems and practices that our schools and staff utilize to support student behavior.

Staff Dispositions

It is critical that all staff working with students develop the professional dispositions needed to effectively support students. Professional disposition includes a person's professional values, attitudes, beliefs and expectations which all have a tremendous influence on how school staff work with children. The following are elements of the dispositions we expect from staff:

- Prioritize developing positive relationships with students and families and treat them as partners in education, especially when problems need to be solved with a student.
- Maintain high expectations for positive behavior for all students and remain respectful and non-judgmental when students make mistakes.
- Challenge assumptions and biases and seek understanding from students and others involved first.
- Protect dignity when addressing student behavior and provide students "fresh starts" and opportunities to grow.

Shared Rights and Responsibilities

Honoring the Rights of Others by Increasing Respect, Responsibility and Safety

The Fond du Lac School District honors the rights of its students, parents, caregivers and staff and strives to create a safe and welcoming place for all students. All of us help create this positive and respectful learning environment and the tables below offer a summary of the rights and responsibilities we share to create a positive culture in our schools and district.

Students

| Rights | Responsibilities |
|--|--|
| Attend school and receive a free and appropriate education | Attend and engage in school regularly |
| Be taught in a safe learning environment | Behave in ways that are safe to you and others |
| Be treated courteously, fairly and respectfully by other students and school staff | Respect yourself, the learning environment, other students, their parents/caregivers, families and all staff |
| When needed receive additional supports or services through student services | To communicate to staff when help is needed |
| Receive access to district and school policies and procedures | Learn and follow school expectations and procedures |
| Bring complaints or concerns to the school principal or staff without judgment | Bring complaints or concerns to the school principal or staff |
| Receive your education records | Request or challenge in writing an explanation of anything in your education records |
| Be told the reason(s) for any disciplinary decisions | Learn and follow expectations and procedures |
| Have a parent or guardian attend applicable disciplinary conferences and hearings | Respectfully participate in applicable disciplinary conferences and hearings |

Parents/Caregivers

| Rights | Responsibilities |
|--|--|
| For your child(ren) to attend school and be successful | Support your child(ren)'s education and ensure your student is at school daily, ready to learn |
| Be treated courteously, fairly and respectfully by all school and district staff | Build and maintain a positive relationship with staff at your child(ren)'s school |
| Receive access to district and school policies and procedures | Learn and talk with your child(ren) about the expectations and procedures at their school. Encourage your child(ren) to be safe, respectful and responsible |
| Receive regular reports, written or oral, from school staff regarding your child(ren)'s progress | Respect and support the learning environment and emphasize the importance of being prepared for school |
| Receive prompt notifications from school staff about academic or behavior concerns, as well as regarding disciplinary action | Partner with school staff to receive information about ways to improve your child(ren)'s academic or behavioral progress; including available interventions, supports, services and/or programs plus maintain up-to-date contact information |
| Receive notifications from school staff regarding incidents that directly involve or substantively impact their student | Communicate questions or concerns directly to the appropriate staff (Issue Resolution Parent/Caregiver's Who to Contact -- FDL-SD 2023-24) and encourage others with concerns to do the same |
| Receive information and communications in an understandable format | Ask for help when you need assistance. Advocate for your child(ren) through regular communication with school staff |
| For your concerns to be heard and discussed | Bring concerns to the school principal or staff |

All School District Staff

| Rights | Responsibilities |
|---|---|
| Teach and work in a safe learning environment | Create a welcoming environment. Have high expectations for all students. Create and monitor safe conditions in the school environment |
| Be treated courteously, fairly and respectfully by students, parents, caregivers and colleagues | Build and maintain positive relationships with all students, their families and colleagues |
| Receive access to district and school policies and procedures | Teach, model and reinforce school expectations and procedures. Follow the school-wide behavior support framework specific to each school |
| To use their best professional judgment in making decisions to support student learning, development and safety | To use the district's values, systems and professional development to inform decision-making and to seek input from others when needed |
| Bring concerns to the school principal or administration | Communicate regularly with school principal or administration (see Issue Resolution Staff's Who to Contact -- FDL-SD 2023-24) |
| Provide honest feedback to students and families about a student's progress | Communicate regularly with students and families. Support them when they ask for assistance |
| Seek assistance to support the academic or behavioral needs of a student | Believe staff have the capacity to support students in being their best selves and achieving their hopes and dreams |
| Receive the appropriate professional development and guidance to be effective in your work | Provide personalized, engaging and academically appropriate instruction, including culturally responsive teaching that represents and invites student's identities into the classroom |

Key District Policies, Rights and Responsibilities

Students who attend the Fond du Lac School District are responsible for learning and following various policies and procedures. The policies referenced in this summary are not all-inclusive and do not cover every policy in effect. In alphabetical order, this section describes key policies, student rights, opportunities and responsibilities in the Fond du Lac School District. All administrative policies can be reviewed on our [website](#).

Anti-Bullying, Anti-Harassment and Aggressive Behavior (including verbal aggression)

Rights/Opportunities

- Students have the right to feel safe in school, which means they should be able to attend school without fear of harassment or bullying.
- The Fond du Lac School District views bullying as exposure to negative behavior exhibited repeatedly and over time by one or more people. This includes:
 1. Physical (e.g. assault, hitting or punching, kicking, theft)
 2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
 3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using an internet connected device, such as a tablet, lab computer, or laptop - also known as cyber bullying.)
 4. Between students and students, students and adults, or adults and adults.
- There shall be no retaliation against individuals filing complaints. Individuals engaging in retaliatory behavior will be subject to disciplinary action.
- The District shall keep complaints confidential, where possible, to the extent required by law for both the accused and the accuser.

Responsibilities

- Students have the responsibility to conduct themselves in such a way that respects the safety, rights and dignity of all individuals.
- Students have the responsibility to express their thoughts and feelings in a manner that does not harass or bully others.
- It is the responsibility of all students, school staff and concerned individuals who observe or become aware of acts of harassment, harm or bullying to report these acts to school staff or by completing a reporting form available at any school or at the end of this document.
- For more details, see District Policies 5516 via [Board of Education Docs](#), 5517 via [Board of Education Docs](#), 5517.01 via [Board of Education Docs](#) and 5520 via [Board of Education Docs](#).

Attendance

Rights/Opportunities

- Students have the right to a free public education according to state and federal law.
- Each student has the right, as determined by school personnel, to make up school work missed through absence.
- Students have the right to be excused for cultural or religious practices or ceremonies.

Responsibilities

- Under Wisconsin Statutes, parents and caregivers are responsible to ensure regular school attendance by their child(ren).
- Students and parents/caregivers are responsible for following the school's attendance and tardiness rules and procedures outlined by the school for notifying the school (e.g., a written note, phone call) before an absence or upon returning to school after an absence.
- Students have the responsibility to be in class or assigned areas, except during pass periods, or while carrying a hall pass, if required.
- For more details, see District Policies 5200 via [Board of Education Docs](#) and 5223 via [Board](#)

Curricular Concerns

Rights/Opportunities

- Students and parents/caregivers have the right to bring concerns about curriculum and/or materials to the attention of school staff.
- Students and parents/caregivers have the right to communicate questions or concerns about instruction or assessment to school staff.

Responsibilities

- Any concerns related to curriculum and/materials should be directed to your child(ren)'s teacher or building principal.
- Questions or concerns about instruction or assessment should be first directed to the student's teacher during the grading period in question.
- Additional or unresolved concerns can be directed to the school administrator.
- For more details, see District Policies 5421 via [Board of Education Docs.](#)

District Property (Including District-Provided Technology)

Rights/Opportunities

- Students have the opportunity to access a variety of district technology resources in support of personalized learning.

Responsibilities

- Students are responsible for the proper care and use of district technology resources as well as following all district and school rules and procedures.
- Students are responsible for respecting the privacy of other users and not intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users without permission.
- Students are responsible for maintaining the security of the district technology resources and recognizing and honoring the intellectual property rights of others.
- Students are responsible for immediately disclosing access of unacceptable materials or an unacceptable Internet site to an appropriate school district administrator.
- Students are responsible for using district technology resources without making changes to device operating systems and security profiles or installing any apps other than those authorized by the Fond du Lac School District.
- Students are responsible for ensuring that any digital content on district technology resources is school-appropriate.
- Students are prohibited from intentionally recording or publishing any images, videos, or other media, which contains content captured while at school, at a school event, or otherwise under the supervision of school staff and that reflects students violating a provision(s) of the Student Code of Rights and Responsibilities. Such content includes, but is not limited to, incidences of bullying, harassment, or fighting. Students may record such content for the sole purpose of documenting the violation(s) and immediately reporting the violation(s) to school administration.
- For more details, see District Policies 5513 via [Board of Education Docs.](#)

Equal Educational Opportunity

Rights/Opportunities

- Students have the right of equal opportunity, as allowed by law, to participate in all school activities and school education programs for which they are eligible.

Responsibilities

- Students are responsible for following the rules and procedures of the school-sponsored activity in which they, or others, participate. Students may not discourage the participation of other students.
- For more details, see District Policies 2260 via [Board of Education Docs](#).

Equity in Education

Rights/Opportunities

- Educational equity benefits all of our students and our entire community. Students shall graduate from the Fond Du Lac School District ready to succeed in a diverse local, national and global community.
- The concept of educational equity goes beyond formal equality – where all students are treated the same – to fostering a barrier-free environment where every student has the opportunity to succeed regardless of their race, ethnicity, religion, national origin, ancestry, creed, socioeconomic status, marital or parental status, pregnancy, sex, sexuality, gender identity/gender expression, physical, mental, emotional, or learning disability, citizenship, political affiliation, genetic information, or any other protected factor against which discrimination is prohibited by state or federal law.

Responsibilities

- Every student has the potential to achieve and it is the responsibility of school district personnel to give each student the opportunity and support to meet their highest potential.
- For more details, see District Policies 5780 via [Board of Education Docs](#), 2260 via [Board of Education Docs](#), 2260.01 via [Board of Education Docs](#) and 2266 via [Board of Education Docs](#).

Free Speech and Expression

Rights/Opportunities

- Students have the right to free speech so long as their speech does not violate the rights of others.

Responsibilities

- Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not libelous, obscene, discriminatory or sexually explicit; that does not contain references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors; that does not interfere with the rights of others; that does not disrupt the atmosphere of learning in the school; and that follows school rules and procedures regarding time, place and manner.
- Students are responsible for using language that is school appropriate and free from profanity and vulgarity.

- Permission of the school principal is required for distribution or posting of written materials.
- For more details, see District Policies 5720 via [Board of Education Docs](#).

Health and Safety Protocols

Responsibilities

- Cooperate with district directives related to mitigating illness, sickness or disease which may include but is not limited to handwashing, sanitizing or other mitigation protocols based on need.
- For more details, see District Policies 5310 via [Board of Education Docs](#).

Homeless Services

Rights/Opportunities

- Children and youth who are homeless lack a fixed, regular and adequate nighttime residence and are eligible for services through the school district to ensure equal access to an education.
- These services can include transportation, school supplies, school meals and referrals to community agencies.
- School counselors and social workers serve as school-based liaisons for students who are homeless.
- For more details, see District Policies 5111.01 via [Board of Education Docs](#).

Identification

Rights/Opportunities

- Students have the right to attend a school where all persons are known or will accurately identify themselves.

Responsibilities

- Students and guests have a responsibility to accurately identify themselves when requested to do so by authorized school personnel or monitors and refrain from wearing clothing, outfits, or accessories that conceal their identity.
- During the school day, all visitors (students or adults) must report immediately to the main office, accurately identify themselves and participate in the visitor management system for permission to enter the school beyond the main office.
- For more details, see District Policies 9150 via [Board of Education Docs](#) and 2266 via [Board of Education Docs](#).

Illegal Substances: Drugs, Alcohol, Tobacco, Vaping, Etc.

Rights/Opportunities

- Students have the right to attend school in an environment that is free from the presence and use of alcohol and non-medical controlled substances and free from the influences or related problems associated with the uses of illegal substances and drugs.
- Students have the right to be free from the influence or related problems associated with the

use of tobacco or other nicotine products, including liquid nicotine, e-cigarettes, vaper pens, or any other electronic smoking device.

Responsibilities

- Students have the responsibility to develop and maintain a healthy lifestyle free from the use or possession of illegal substances or drugs, especially on school property or at school-sponsored functions.
- Students have the responsibility to abstain from the use of tobacco or other nicotine products on school property or at school-sponsored functions.
- For more details, see District Policies 5512 via [Board of Education Docs](#) and 5530 via [Board of Education Docs](#).

Interscholastic Athletes and Co-Curricular Programs

Rights/Opportunities

- Students benefit and are able to grow physically and intellectually through their experience in self-discipline and their contribution to team and group efforts made possible through interscholastic athletics and co-curricular activities.

Responsibilities

- Student-athletes and co-curricular participants must follow the rules and regulations outlined in the District Co-Curricular Activities Code for [High School](#) and [Middle School](#) participants.
- Student-athletes and their parents/caregivers must read and sign the District Co-Curricular Activities Code before participation is allowed.
- For more details, see District Policies 2431 via [Board of Education Docs](#) and 2260 via [Board of Education Docs](#).

Medications

Rights/Opportunities

- Students have the right to receive medications and medical procedures that must be administered during the school day in order for a student to attend school.

Responsibilities

- The District cannot administer medications to students unless their parent or guardian provides the District with written consent and instructions for administering medications, including possible self-medication by a responsible high school student.
- Families are responsible to communicate with the school nurse or other school staff about changes in medications or medical procedures when they must be administered during the school day.
- Students are responsible for cooperating with school staff regarding medications and medical procedures to be administered during the school day.
- For more details, see District Policies 5330 via [Board of Education Docs](#).

Non-Discrimination/Harassment-Free Environment

Rights/Opportunities

- Students have the right to a learning environment free from discrimination, harassment and violence based on an individual's actual or perceived: sex, race, religion, national origin, ancestry, creed, socio-economic status, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, gender nonconformity or physical, mental, emotional, or learning disability.
- Students have a right not to be retaliated against for making good faith reports of discrimination, harassment, or violence.

Responsibilities

- Students are responsible for treating other students and district employees respectfully and in a manner that does not discriminate or harass an individual based on protected class.
- Students are responsible for reporting to staff (i.e., teacher or principal) incidents of bullying, discrimination, harassment, violence or retaliation that they have experienced or of which they are aware.
- For more details, see District Policies 5516 via [Board of Education Docs](#), 5517 via [Board of Education Docs](#), 5517.01 via [Board of Education Docs](#) and 5520 via [Board of Education Docs](#).

Personal Communication Devices

Rights/Opportunities

- Student use of personal electronic devices may be allowed during the school day in school buildings based on district policy.

Responsibilities

- Students are responsible for using personal technology resources properly and following all district and school/staff rules and procedures.
- Personal devices must be used with permission and must not:
 - o disrupt the educational process or learning of the student or others;
 - o endanger the health and safety of the student or others;
 - o invade the rights of others at school;
 - o involve using websites that would be otherwise blocked;
 - o involve illegal or prohibited conduct of any kind.
- Students are prohibited from intentionally recording or publishing any images, videos, or other media, which contains content captured while at school, at a school event, or otherwise under the supervision of school staff and that reflects students violating a provision(s) of the Student Code of Rights and Responsibilities. Such content includes, but is not limited to, incidences of bullying, harassment, or fighting. Students may record such content for the sole purpose of documenting the violation(s) and immediately reporting the violation(s) to school administration.
- For more details, see District Policies 5136 via [Board of Education Docs](#).

Personal Property, Privacy and Searches

Rights/Opportunities

- Students generally have a right to privacy of their persons and their personal property on school district property and at school-sponsored or -associated events.
- According to Wisconsin law, students have the right to use school-owned property (e.g.,

lockers, desks, laptops, iPads) for storing appropriate items of personal property with the understanding that all school-owned property is within the exclusive control of the school district and may be searched by school authorities for any reason, at any time, without permission, consent or requirement for a search warrant. For more details, see Wis. Stat. § 118.325 at <https://docs.legis.wisconsin.gov/statutes/statutes/118/325>.

Responsibilities

- Students must not bring any item or material that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and lookalike weapons and other illegal items onto school district property, or to school-sponsored or -associated events.
- When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a student's person including personal belongings and vehicles.
- Students are responsible for keeping their lockers/desks in good condition and free of any items that are illegal or prohibited.
- The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
- For more details, see District Policies 5771 via [Board of Education Docs](#).

Pledge of Allegiance

Rights/Opportunities

- Wisconsin law requires all public schools to offer the Pledge of Allegiance or National Anthem every day.

Responsibilities

- Anyone who does not wish to participate for any personal reasons may elect not to do so without consequence. Students and staff must respect another person's right to make that choice. For more details, see Wis. Stat. § 118.06 at <https://docs.legis.wisconsin.gov/statutes/statutes/118/06>
- For more details, see District Policies 8800 via [Board of Education Docs](#).

Police Interviews/Interviews by Outside Agencies

Rights/Opportunities

- The District is committed to maintaining the educational atmosphere of the schools and restricting non-essential access to students by individuals not part of the school system.
- The District also recognizes its responsibility to cooperate with non-school entities in certain situations and make students available for interviews with outside agencies when necessary.
- For more details, see District Policies 5540 via [Board of Education Docs](#) and 5540.01 via [Board of Education Docs](#).

Student Discipline

Rights/Opportunities

- Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.
- Students have the right to be informed of all applicable classroom and school rules, expectations and procedures.
- Students have the right to be treated respectfully by district employees and other students.
- Students have the right to be free from unreasonable physical contact from school staff and other students.

Responsibilities

- Students are responsible for responding to all directions or questions from staff and for following all laws, policies, rules and expectations that apply to them.
- Students are responsible for knowing and following all applicable classroom rules, expectations and procedures.
- Students are responsible for treating all persons respectfully.
- Students are responsible for respecting the space and freedom of those around them.
- Students are expected to treat the property of others and the district responsibly.
- Students are responsible for refraining from using force or physical contact to inflict harm on another.
- Students are also responsible for not engaging in conduct that threatens to physically or mentally injure themselves, other persons or property.
- For more details, see District Policies 5600 via [Board of Education Docs](#), 5610 via [Board of Education Docs](#), 5610.02 via [Board of Education Docs](#) and 5611 via [Board of Education Docs](#).

Student Dress**Rights/Opportunities**

- Students have the right to choose their manner of dress and personal grooming and hygiene unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates classroom or school disorder.

Responsibilities

- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.
- For more details, see District Policies 5511 via [Board of Education Docs](#).

Student Records**Rights/Opportunities**

- Students' parents/caregivers and eligible students under federal law have the right to view their school records according to state and federal laws.
- Students have the right to privacy regarding their school records. Any disclosure of information from student records will be consistent with legal requirements and policy established by the school district.

• As allowed by law, the District does maintain and release directory data which includes a student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of school most recently attended by the student. In addition, a student's address and phone number information shall be provided to military recruiters and to institutions of higher learning upon request, as required under the No Child Left Behind Act of 2001.

Responsibilities

- Parents/caregivers or adult students can restrict the release of student directory data at any time by contacting the District's administration or submitting a restriction statement in writing to their child(ren)'s school.
- Eligible students are responsible for following established building and district procedures regarding access to their school records.
- For more details, see District Policies 8330 via [Board of Education Docs](#).

Technology – Two-Way Conferencing/Video Learning

Rights/Opportunities

- Student use of video conferencing to support student instruction, social connectedness and/or learning assistance will be supported on student devices using district designated virtual conferencing program(s)

Responsibilities

- Students should select a learning space that is optimal for them with limited distractions and/or disruptions.
- Students must maintain appropriate behavior and conduct during video conferencing or virtual learning sessions
- Students should share the times video conferencing will be used with those in their household to limit disruptions and maintain privacy
- Students should use appropriate online etiquette including staying attentive, using chats appropriately and using virtual gestures to ask questions or participate
- Parents or caregivers wishing to “opt out” of virtual learning sessions should notify the teacher directly.
- For more details, see District Policies 5500.01 via [Board of Education Docs](#).

Transportation

Rights/Opportunities

- Students have the right to a safe ride that is free from intimidation, threat, or harassment on any district provided transportation.
- In accordance with Wis. Statute § 121.54, students have the right to district provided transportation when eligible and contingent upon appropriate behavior.

Responsibilities

- Students are responsible to adhere to the expected behaviors, set by the Board of Education, while on the school bus and while in school bus loading and unloading areas. Problem behaviors occurring on the school bus will be managed in accordance with this

handbook.

- Parents/caregivers of transported students are responsible for supervising their child(ren) until their child(ren) board the school bus in the morning and after their child(ren) leave the bus at the end of the school day.
- Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus or at the school bus stop may have their riding privileges suspended or revoked, including bus transportation for field trips.
- The parent or guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school on time.
- Bus drivers and school staff are responsible for teaching, modeling and reinforcing positive behavioral expectations to all students.
- For more details, see District Policies 8600 via [Board of Education Docs](#) and 5500 via [Board of Education Docs](#).

Weapons

Rights/Opportunities

- Students have the right to feel safe in school without fear of threat or harm from weapons or items that could be used as weapons.

Responsibilities

- Students have the responsibility to conduct themselves in such a way that respects the safety, rights and dignity of all individuals.
- It is the responsibility of all students, staff members and concerned individuals who observe or become aware of threatening acts to report these acts immediately to a school administrator, school staff member, or school resource officer.
- Students and visitors are prohibited from possessing any types of weapons on school grounds including but not limited to pocket knives, slingshots, chemical sprays, firearms, or non-lethal guns that discharge a projectile like pellets or gel BBs.
- For more details, see District Policies 5772 via [Board of Education Docs](#).

Standards of Student Behavior and Staff Responses

A safe and positive environment is essential for learning. Knowing and following expectations and procedures will support students in making positive choices and academic progress. To assist in this, each school develops clear expectations for student conduct and works to teach those expectations to students throughout the school year.

When students engage in behaviors that do not follow their school's expectations, school staff members are expected to respond appropriately and consistently:

- School staff may inform the parents/caregivers when their student's behavior is in conflict with established expectations and procedures.
- School staff are expected to document, in the student's behavior record, incidents of behaviors when a student is removed from the classroom.

- Students, their parents/caregivers and school staff are responsible for working collaboratively to support the expectations and procedures outlined in this handbook and the school handbook.

Unexpected behaviors generally fall into one of the categories listed in the [Behavior Levels and Possible Responses](#) table. The table also shows some examples of interventions and disciplinary responses that may be used depending on the type of the behavior.

- **Interventions and restorative responses** hold students accountable by correcting and teaching positive behavior so students can learn the social, emotional and behavioral skills to be successful at school.

- **Disciplinary responses** may also be used to hold students accountable. Every reasonable effort should be made to repair harm and change behavior using interventions and restorative responses. Disciplinary responses should reflect the most appropriate and proportionate response that effectively influences the behavior of the student.

The following factors must be considered prior to developing interventions or assigning disciplinary responses:

- The student's age, maturity and understanding of the impact of their behavior
- The student's ability and willingness to repair harm caused by their behavior
- The student's disciplinary record including the nature of prior behavior, the number of prior instances of behavior and the interventions and disciplinary response applied
- The nature, severity and scope of the behavior
- The circumstances and context in which the behavior occurred, including its impact on the learning environment
- The student's Individualized Education Plan (IEP) or 504 Plan, if applicable

Behavior Levels and Possible Responses

| Behavior Level | Description | Interventions and Restorative Responses | Disciplinary Responses |
|---------------------------|--|---|--|
| Brief Unexpected Behavior | Unexpected behaviors that only affect the student (unprepared, off-task, but not disruptive) | Re-teaching expected behavior, verbal or non-verbal redirection, teacher/student conference, Collaborative Problem Solving, positive reinforcement of expected behaviors and classroom routines | These behaviors should be addressed by staff in a respectful and private manner. The staff response is to teach and practice the expected behavior so students learn and demonstrate respectful, |

| | | | |
|------------------------------|--|---|--|
| | | | responsible and safe behaviors. |
| Minor Unexpected Behavior | Behaviors that begin to affect others, minor disruptions (talking with another student) | Interventions above plus - planned discussion (understand the student's perspective), proximity control, expected compliance, in-class break, behavior contract, mentoring, collaborative communications with parents/caregivers | These behaviors should be addressed by staff in a respectful and private manner. The staff response is to teach and practice the expected behavior so students learn and demonstrate respectful, responsible and safe behaviors. |
| Moderate Unexpected Behavior | Behaviors that are disruptive to classroom teaching and learning | Interventions above plus - calm and intentional responses, behavior skills re-teaching, peer mediation, regulatory break, parent/guardian notification, conflict resolution, restorative practices, referral to student services, referral to Student Management Team (SMT), collaborative communications with parents/caregivers | These behaviors may result in interventions and/or disciplinary responses that involve the school administration as office-based interventions. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping students in school. School discipline may include loss of privileges, detention, restitution. |
| Major Unexpected Behavior | Behaviors that significantly and persistently disrupt school operations and are non-responsive to staff intervention | Interventions above plus - crisis response, referral to additional supports, non-violent crisis de-escalation, safety plan, referral to community supports, collaborative communications with parents/caregivers | These disciplinary responses aim to disrupt the behavior, stress the seriousness of the behavior and engage the student and/or parent/guardian in a plan for improved behavior. School discipline may include detention, in-school suspension, restitution, in-school monitoring, disciplinary hearing, etc. These behaviors may result |

| | | | |
|-----------------------------|---|--|---|
| | | | in a short-term removal from school. |
| Extreme Unexpected Behavior | Behaviors that are unsafe to self or others | Interventions above plus – in-school monitoring, administrative notification, community crisis response services, collaborative communications with parents/caregivers | These behaviors may result in a long-term removal of the student with a re-entry meeting to be held with parent/guardian and school team. Depending on the seriousness of the behavior, consultation with district administration may be needed to consider disciplinary responses leading up to and including expulsion. |

Please Note:

1. These policies apply to student conduct while at school, or under the supervision of a school authority, or in some circumstances, conduct while not at school, or while not under the supervision of school authority, which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member in the district.
2. Please refer to the [Common Terms](#) doc for additional terms, definitions and other information.

Special Education and Section 504 Protections

The Code of Rights and Responsibilities applies to all students including students with disabilities or students receiving special education. Students with disabilities have additional protections under the Individuals with Disabilities Education Act (IDEA) and Section 504 as described below. Special education is specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability. The Fond du Lac School District offers many special educational services for children from early childhood (age 3 years) to age 21. The Fond du Lac School District believes all educational environments should be accessible, inclusive and equitable to achieve social justice. We also believe that everyone brings valuable perspectives that deserve representation when developing and implementing policies and best practices.

For more details, please see District Policies 5605 via [Board of Education Docs](#).

Concerns and Grievances

Concerns and Grievances

Rights/Opportunities

· Students have the right to share their concerns and maintain due process in the application of the rights and responsibilities of this code.

Responsibilities

· Students and parents/caregivers have a responsibility to attempt to resolve concerns beginning with staff at the building level which may include:

- o Teachers and Staff: classroom teacher, special education teacher, student services staff.
- o Administration: building principals, assistant principals, teacher on special assignment (TOSAs).

· Any student or parent/guardian who thinks this code has been wrongfully interpreted or applied may request a conference with the school building administrator to discuss a grievance.

· The building administration has the responsibility of deciding as it relates to the grievance conference and informing the student and parent/guardian of that decision.

Grievance Appeal

Rights/Opportunities

· A student has the right to appeal the decision of a grievance conference.

Responsibilities

· The Fond du Lac School District Administrative Team has the responsibility to help students, parents and community members resolve school issues if they are unable to reach a satisfactory solution working with school administrators and staff members. Please contact one of our district administrators who can help:

- o Communicate more effectively and negotiate a solution with a teacher or administrator
- o Understand a school policy, regulation or procedure
- o Connect the person with the appropriate school district staff member or office
- o Gather general information about the school district.

· Grievance appeals should be directed to the following individuals:

- o Please contact the Director of Pupil Services.

· Final grievance appeals may be made to the Superintendent of the Fond du Lac School District.

Common Terms

See our [Common Terms](#) document as a helpful resource.

Allegation of Bullying Incident

See our [Allegation of Bullying Incident](#) form for reporting when repeated bullying incidents occur. This form may be used by school and police officials when investigating this or other related incidents.