



Book	Dodgeville School Board Policies
Section	400 Series: Students
Title	STUDENT ANTI-BULLYING and HARASSMENT
Code	443.71
Status	Active
Adopted	August 11, 2003
Last Revised	January 11, 2016

### **Introduction**

The Dodgeville School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district will consistently and vigorously address bullying so that there is not disruption to the learning environment and learning process.

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes, but is not limited to, repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, physical attributes, physical or mental ability or disability, and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet (also known as cyber bullying))
- Between students and students, students and adults, or adults and adults.

### **Procedure for Reporting/Retaliation**

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action including suspension, recommendation for expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the employee handbook or disciplinary action established by policy or practice.

#### **Disclosure and Public Reporting**

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardian and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared, maintained in the district office and will be available to the public.

#### **RELATED DOCUMENTS ATTACHED BELOW:**

- Complaint Record (Incident Report)
- Resolution Report
- Complaint Procedure Flow Chart

### **Legal References**

#### **Wisconsin Law**

None

#### **Federal Law**

None

### **Cross References**

**Former Policy Code:** JFCF

[Flow Chart.pdf \(50 KB\)](#)

[Resolution Report.pdf \(22 KB\)](#)

[Complaint Record.pdf \(24 KB\)](#)



Book	Dodgeville School Board Policies
Section	400 Series: Students
Title	COMPULSORY SCHOOL ATTENDANCE
Code	431 - Rule
Status	Active
Adopted	November 21, 1994
Last Revised	February 20, 2023

#### A. **Responsibilities for Student Attendance**

##### 1. **Parent and Guardian Responsibilities**

For **all** student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension), the student's parent or guardian is:

- a. Expected to call the school office's attendance line during the day by the times established at each school on the day of each absence in order to verify that the student is absent with the parent's or guardian's knowledge, except that no such call is necessary for any absence(s) that the parent or guardian arranged and that the school excused in advance.
- b. Required to contact the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This notification must be provided:
  1. Prior to the absence for all parent-excused absences, as identified in the Board's attendance policy; or
  2. Either prior to or immediately following the absence for all school-excused absences, but always within two school days following the student's return to school from absence in order for the absence to be considered excused, except when a different time period has been approved by the building principal.

Adult students (students 18 years of age or older) may carry out these responsibilities in lieu of their parents or guardians.

##### 2. **Student Responsibilities**

- a. During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.
- b. Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where they are supposed to be.
- c. Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building's designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities. Building principals may authorize an exception to this requirement for certain school-approved temporary absences (e.g., students who have the school's permission to regularly leave school during their scheduled lunch period).

- d. Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Make-up work related to excused absences is handled differently from work related to unexcused absences.

### 3. Teacher Responsibilities

- a. Teachers are required to emphasize the importance and necessity of good attendance.
- b. Teachers shall allow students to make up class work and examinations missed during an excused or unexcused absence in accordance with Board policy, and shall not deny credit in a course solely because of the student's unexcused absences. Teachers are permitted to establish reasonable deadlines for the completion of make-up work.
- c. Teachers are required by law to take daily attendance in their classes and to maintain a record of student absences.

### 4. District/School Attendance Officer Responsibilities

#### Definitions

1. The District Administrator is designated as the District Attendance Officer. The Administrator may appoint a person to oversee the day-to-day attendance record keeping.
2. The Principal serves as the School Attendance Officer of their building or designates an agent with approval of the District Administrator.
3. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent s. 118.15.
4. The School Attendance Officer is responsible for maintaining concise attendance data for each student on a daily basis. That person must report excessive absenteeism cases to the Administrator as they arise.
5. By state law, a habitual truant is defined as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
6. Recognizing the importance of attendance to the educational process, the following reasons are acceptable excuses for absence from school:
  - Illness
  - Death of a family member
  - Unavoidable appointments with physicians and/or dentists
  - Other absence when permission from the Principal was granted in advance.

#### School Attendance Enforcement

In accordance with s. 118.16 the following procedures will be used when absence is defined as truant or habitual truant.

The Dodgeville School District will implement the Iowa County Truancy Intervention Program (see Policy 431 Exhibit). In addition to implementation of the Iowa County Truancy Intervention Program, the Dodgeville School District will refer truant and/or habitually truant students to local law enforcement agencies in those municipalities (including Iowa County) that have adopted municipal truancy and dropout ordinances under s. 118,163 as described herein.

When a child meets the definition of truancy under I. E. (above), then the following procedures will be implemented:

1. A letter from the school principal will be sent to the parents/guardians on each day (1-5) of unexcused absence from school by their son/daughter.
2. School Officials will notify the District Attorney when a student is truant from school for the third time. The District Attorney will notify the parent/guardian in writing that a meeting will take place in the office of the District Attorney to discuss truancy matters.
3. The parents/guardians and the student will be asked to sign a School Attendance Contract when they meet with the District Attorney.
4. Upon the fifth unexcused absence or tardy during a semester, the principal will notify (in writing) parents/guardians that their son/daughter meets the criteria necessary to be considered a "habitual truant." The letter must contain information regarding a meeting to be held with school officials to discuss the child's truancy.
5. Five student unexcused tardies in grades 6-12 are equivalent to one student unexcused absence. Tardiness applies for all of the class periods of the school day. In grades K-5 tardiness applies only at the start of the school day. Five unexcused tardies equals one unexcused absence. Consequences for student tardiness during the school day (late to class) will be handled by the teaching and administrative staff of each elementary school.

6. Once a student meets the criteria for "habitual truancy," (five unexcused absences from school) a certified letter scheduling a meeting between school officials and parent/guardian will be sent to the parent/guardian. The certified letter receipt will serve as documentation that an attempt was made to conduct the meeting, should the parent/guardian not attend. After the meeting has taken place and the truancy referral criteria set forth in subsection IV below has been met, a "habitual truancy" referral will be sent by school officials to the offices of the Iowa County Juvenile Intake Officer and the Iowa County District Attorney.

7. After a "habitual truancy" referral has been sent by school officials to the offices of the Iowa County Juvenile Intake Officer and the Iowa County District Attorney, if the student is again truant or habitually truant, school officials may notify any local law enforcement agency with jurisdiction over the matter of such additional truancy. Local law enforcement officials may proceed to enforce any ordinance enacted under s. 118.163(2).

8. Pupils will not be denied credit in a course or subject solely because of the pupil's unexcused absences or suspensions from school. Truant pupils may be suspended or assigned to detention or to a supervised, directed study program. The programs need not be held during the regular school day. Credit may be given for work completed during the period of suspension, detention or assignment to a supervised, directed study program. A pupil shall be permitted to take any examinations missed during a suspension or a period of assignment to a supervised directed, study program. (See policy EPS Code: JED Student Absences and Excuses.)

## **B. Procedures Leading To Legal Referral**

Prior to any proceedings being brought against a student for habitual truancy or against the student's parent or guardian for failing to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Documented the student's truancies and notified the student's parent or guardian of the truancies as required by law and these procedures.
2. Met with the child's parent or guardian to discuss the student's truancy and various options under the law, or attempted to meet with the parent or guardian and received no response or been refused.
  - a. This meeting may also be used to obtain parent consent for any evaluation(s) (e.g., special education) which the district has determined are necessary and which require the consent of the student's parent or guardian.
  - b. This meeting is not required if it is not held within 10 days of the Dodgeville School District's initial notice to the parent or guardian that the student is a habitual truant (after the student's fifth unexcused absence during a school semester).
3. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy problem, and have considered any appropriate program or curriculum modifications.
  - a. The school attendance officer or designee should specifically review the compulsory attendance and truancy laws regarding curriculum modification options.
  - b. The educational counseling may generally be conducted by school counselors, principals, or teachers.
  - c. If the student has a disability and either an individualized education program (IEP) or Section 504 plan, the relevant team shall be involved in any decisions affecting the student's curriculum, educational program, or placement.
4. Evaluated the student to determine whether learning problems may be the cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to overcome the learning problems. However, the student need not be further evaluated for learning problems as a prerequisite to a legal referral for truancy if tests administered within the previous year indicate that the student is performing at his/her grade level.
5. Conducted an evaluation to determine whether social problems may be the cause of the student's truancy, and, if so, taken appropriate action or made appropriate referrals.

With respect to the evaluations identified in items C.4 and C.5 of these procedures:

- The evaluations should include at least a review of the student's records, communication with the student, the student's teacher(s), and the student's parent(s) or guardian(s). Additional steps, such as direct observations may also be considered.
- The evaluations should be conducted with the broad purpose of identifying any type of contributing cause to the student's truancy and are not limited to the question of whether the student may have a disability that, if confirmed, could qualify the student for special education or related services. However, if at any point there is a suspected disability under the Individuals with Disabilities Education Act (IDEA) or Section 504, school personnel shall refer the student to the appropriate disability-related evaluation process.

- If the truant student has already been identified as a student with a disability under the IDEA or under Section 504, then the evaluations shall involve the members of the student's IEP or Section 504 team, and the relevant plan should be reviewed and adjusted if the team concludes that it is necessary or appropriate.

The activities in items C.3., C.4., and C.5. of these procedures need not be carried out if the school attendance officer determines and is able to show that appropriate school personnel were unable to carry out one or more of the activities due to the student's absences from school.

School personnel shall properly document all of the above-identified activities that occur prior to or in connection with any truancy-related legal proceedings that are brought against a student and/or a parent or guardian. That is, school personnel are expected to maintain documentation related to all notices (including those provided in person or via phone), meetings, evaluations, and referrals, as well as documentation related to any attempts to carry out the-above identified activities that could not be completed due to a refusal, a lack of any response, the student's ongoing absences, etc.

If the steps outlined above have been followed, a legal referral may be made in accordance with the Dodgeville School District's and county truancy plan(s).