

**SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

411.2

**BULLYING**

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

"School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of River Falls. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

#### IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
- B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

#### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe

to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.

#### VI. REPRISAL

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

#### VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff and bus drivers regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

#### VII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and a summary of this policy shall appear in the student handbook.

LEGAL REF.: Sections 118.164 (2) Wisconsin Statutes  
120.13(1)(a)  
947.0125

CROSS REF.: 363.2, Access to District Technology Tools  
363.2-Rule, Internet Safety and Acceptable Use Guidelines

APPROVED: November 17, 2008

**SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

431

**STUDENT ATTENDANCE**

In accordance with Pierce and St. Croix County ordinances and state law, all children between six and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age, unless they have a legal excuse, fall under one of the exceptions outlined in state law or have graduated from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents/guardians and the community at large.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with Pierce and St. Croix County ordinances and state law, and shall be approved by the Board of Education. The School District of River Falls shall not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

The Board of Education is aware that it is necessary for students to be absent from school on occasion. The Board stipulates that opportunities will be provided for students to make up those assignments missed due to an excused or unexcused absence to the best of the students' ability and within a reasonable amount of time. Teachers are also expected to establish optional make-up opportunities for students in the event it is not feasible for them to make up the classroom work missed.

A student who has been suspended shall not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period.

The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings shall coincide with Board policy and shall be incorporated in the administrative rules for this policy.

LEGAL REF.: Sections 118.15 Wisconsin Statutes

118.153

118.16

118.162

118.165

Pierce County Ordinances

St. Croix County Truancy Policies and Procedures

CROSS REF.: 431-Rule, Student Attendance Guidelines

APPROVED: April 17, 1989

REVISED: November 17, 1980

October 30, 1989

September 16, 1991

May 15, 2006

December 15, 2008

**SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

443.5

**STUDENT USE OF TWO-WAY COMMUNICATION OR PAGING DEVICES**

Except as otherwise provided, students are prohibited during the instructional day from using or possessing an electronic paging or two-way communication device or system while on District property, including but not limited to school buildings and school sites, in District-owned vehicles, on premises or in vehicles rented or leased by or under the control of the School District of River Falls, or while off school premises while participating in any curricular or co-curricular program sponsored by the District. Students violating this policy shall be disciplined in accordance with established procedures.

An exemption to this policy may be allowed for the use or possession of such a device if the building principal determines that the device is to be used for or is possessed for a medical, educational, vocational or other legitimate use and permission is granted by the principal in writing.

The Board of Education shall provide each student with a copy of this policy annually. Whenever this policy is revised, the Board shall submit a copy of the revised policy to the State Superintendent of Public Instruction.

LEGAL REF.: Section 118.258 Wisconsin Statutes

CROSS REF.: 447, Student Discipline

APPROVED: September 16, 1991

REVISED: September 16, 2006

**SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

446.1

**LOCKER SEARCHES**

School lockers are the property of the School District of River Falls. At no time does the District relinquish its exclusive control of lockers provided for the convenience of its students. A locker may be searched by the Superintendent, the building principal, an assistant principal, or a school employee designated by the Superintendent or building principal as determined necessary or appropriate without notice, without student consent and without a search warrant.

Students in schools providing lockers shall be notified of this policy on an annual basis at the beginning of the school year. When a student transfers into the District after such notice has been given, the student shall receive a copy of the notice as soon as practicable.

LEGAL REF.: Section 118.325 Wisconsin Statutes

APPROVED: January 20, 2003

REVISED: September 25, 2006

**SCHOOL DISTRICT OF RIVER FALLS**  
**River Falls, Wisconsin 54022**

823-Exhibit

PUBLIC RECORDS NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has been adopted by the School District of River Falls, a school district organized and existing pursuant to Chapter 120, Wis. Stat.

This Notice is to be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The Superintendent is responsible for the overall management and operation of the School District. The Superintendent is the designated legal custodian of the records of the District; including the School Board and any committees, boards or other authorities created by resolution of the School Board. The name of the individual presently holding this position can be obtained by contacting the Superintendent's office located at the following address:

School District of River Falls  
852 East Division Street  
River Falls, WI 54022

Since records are kept at different locations, the Superintendent can delegate to other school officials responsibility for maintenance of those records and authority to provide citizen access to those records.

2. Those individuals holding "local public office" are in the positions of: Superintendent, Director of Personnel, Director of Academic Services, Director of Special Education, Director of Finance, Building Principals, Assistant Principals, Transportation Supervisor and the members of the School Board.
3. Subject to a denial of the right of access consistent with Wisconsin law, any public record of the District will be made available for inspection by making a request to the legal custodian during normal, regular business hours. The normal, regular business hours of the offices of the District are from 8:00 a.m. to 4:30 p.m., Monday through Friday, during the school year, and from 8:00 a.m. to 3:30 p.m., Monday through Friday, outside of the school year, except for holidays.
  - A. Request for access to records may be made in person or in writing to the legal custodian.
  - B. No original public records of the District shall be removed from the possession of the legal custodian.

- C. The legal custodian shall be responsible for designating where, when and how the records of the District may be inspected and copied after a request is made. When access to school records is granted, examination thereof generally will be made on the premises on which the records are kept in the presence of the record custodian regularly responsible for the maintenance of those files.

## **FEE SCHEDULE**

- 1. COSTS OF LOCATING DOCUMENTS. Most of the District's records are readily available, or can be located in a relatively short period of time. Certain records of the District are in off-site storage, archived, not on-line on the District's computer or require deleting information before releasing the information subject to disclosure or are otherwise not immediately available. In those cases where a record is not readily available and the costs of locating will exceed \$50.00, the legal custodian shall impose a location fee.
  - A. No location fee shall be imposed upon any person who requests a record if the actual, necessary and direct costs of locating that record do not exceed \$50.00.
  - B. The District shall determine the cost of locating a record by using the hourly rate of pay for the employee locating the record.
  - C. No location fee shall be charged for the cost of a computer run required to produce a copy of data contained in a computer record. If, however, an employee is required to search for the record, a fee to locate the record among the District's computer records may be charged if the actual, necessary and direct costs to do so exceed \$50.00.
  - D. If the anticipated costs of locating a record exceed \$50.00, the requester shall be notified of the estimated cost of complying with the request before the cost is incurred.
  
- 2. REPRODUCTION AND TRANSCRIPTION EXPENSES.
  - A. Costs of copying and reproduction of records where equipment is available within the District:
    - i. \$0.25 per page;
    - ii. The actual cost to the District of the tapes or other medium used for reproduction and the costs of reproduction.

- B. Costs of copying and reproduction of records where equipment is not available within the District:
- i. If equipment necessary for the reproduction of any given record is not available within the District, the District shall rent the equipment necessary to perform the function or arrange for a third party vendor to photograph or copy the record in question and shall bill the requester for the necessary and direct cost thereof.
  - ii. Items in such a situation would include, but would not be limited to, audio or video tape reproduction equipment, microfilm or microfiche, or ultra fiche reproduction equipment, assorted computer hardware and software.
  - iii. The actual costs to the District of any tapes or other medium used for the reproduction shall also be billed to the requester.
- C. A requester shall not be permitted to make his/her own copies of a record.
- D. Costs to transcribe records: The District shall arrange for a third party vendor to transcribe the record and shall bill the requester for the necessary and direct cost thereof.
3. COSTS OF NOTIFICATION. The requester shall be required to pay any costs for certified mail or personal service incurred by the District if the District is required to notify the person who is the subject of the record that the record is being requested.
4. COSTS OF MAILING OR SHIPPING. The District may impose a fee upon each requester equal to the actual, necessary and direct cost of mailing or shipping any copy or photocopy of a record to the requester.
5. PAYMENT OF FEES. In the event that the total amount of fees exceeds \$5.00, the legal custodian may require the payment of all or part of the costs provided herein in advance. If the anticipated fees exceed \$50.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.
6. WAIVER OF FEE SCHEDULE. The legal custodian may, in his/her sole discretion, elect to waive the imposition of the fees provided for herein.
7. DISPUTES. The legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such action as he/she deems appropriate.

APPROVED: December 20, 2004

REVISED: