



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street ≈ Spring Green, Wisconsin 53588 ≈ Phone: 608-588-2551

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751.3 Rule 1

## Bus Rules and Regulations Discipline Procedures

- A. To handle cases of misconduct as outlined in School Board Policy #751.3 "Bus Rules and Regulations," the following procedures will be followed:
1. Bus drivers will fill out misconduct reports. The report will be turned in to the school office no later than the next school day following the offense. Each misconduct report will be investigated by both the bus company and the school administration.
  2. The following actions will follow the issuance of a misconduct report:
    - a. **FIRST OFFENSE** The bus company will inform the parent or guardian and school official responsible for handling the situation.
    - b. **SECOND OFFENSE** - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to five (5) days.
    - c. **THIRD OFFENSE** - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to ten (10) days. Parent and student will be required to meet with the Building Administrator to be informed of possible Board action on future misconduct reports.
    - d. **FOURTH OFFENSE** - The Building Administrator will inform the parent or guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing, as provided in the School Board Policies, for a maximum of up to a thirty (30) day suspension of riding privileges.
    - e. **FIFTH OFFENSE** - The Building Administrator will inform the parent or guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing, as provided in the School Board policies for suspension from the bus for the remainder of the year.
- Note:** The second and third offense procedures may be waived depending on the seriousness of the incident.
- B. Parents or guardians and students are hereby advised to be aware that in any of the above actions, they have the right of due process.

- C. A school administrator, chaperone, or bus driver has the authority to assign riders to designated seats.
- D. Cameras may be activated on buses, other authorized vehicles, and viewed by administration, bus management, parent or guardian, and/or police authorities for gathering facts and evidence.

REFERENCES: WI Statutes 118.25

CROSS REFERENCE    Policy 751.4 Use of Cameras or Recording Devices on School  
                                 Buses of Other Authorized Vehicles  
                                 Policy 347 Student Records

APPROVED:        March 16, 2015