

## STUDENT CONDUCT ON BUSES

Admin. Reg. SS-19  
January, 2017~~June, 2016~~

### I. Purpose and Introduction.

- A. To establish the basic structure for safe student transportation.
- B. Safety is of prime importance for the Beaufort County School District (“BCSD”) students as they are transported to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians and school personnel. The use of video technology on BCSD buses is intended to enhance a safe and orderly environment while transporting students to and from school and school related activities by maximizing appropriate student behavior.
- C. The school bus is an extension of school activities. Therefore, the BCSD expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and bus monitor and observe the bus rules.
- D. The bus driver and bus monitor, if any, are responsible for supervision of students on the bus. The driver may stop the bus at any time when misbehavior or threatened misbehavior presents a hazard to safe driving.
- E. The driver will report students who create a disturbance on school buses. The Principal or an Assistant Principal may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus in addition to or as an alternative to school-based discipline as set forth in Administrative Regulation SS-18, Code of Student Conduct.

**II. Sanctions for Student Code of Conduct Violations on Buses.** The BCSD recognizes student disciplinary infractions on school buses pose a great potential for harm to those persons on the school buses, other motorists, and property. In addition or as an alternative to those sanctions set forth in BCSD Administrative Regulation SS-18, Code of Student Conduct, school administrators may suspend a student violating the Code of Student Conduct from riding the school bus. In the discretion of the Principal, students who commit three (3) or more Level II, III, IV, and/or V violations of the Code of Student Conduct on a school bus in a school year may be suspended from riding the school bus for the remainder of the school year.

**III. Use of Video Cameras.** The BCSD supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees. The BCSD may use video cameras on all buses used for transportation to and from school, field trips, curricular and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

**IV. Student Records.** The content of the videotapes is a student record subject to federal law and regulation and board policy and administrative regulations regarding confidential student records which may be reviewed and/or disclosed as allowed by law, policy or regulation.

**V. Notice.**

- A. The BCSD will annually provide the following notice to students and parents:

The Beaufort County Board of Trustees has authorized the use of video cameras on school district buses. The district will use the video cameras to monitor student behavior in order to maintain a safe environment. Students and parents/legal guardians are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes is a confidential student record. The district will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents/Legal guardians may request to view videotapes of their child if the district uses the videotapes in a disciplinary proceeding involving their child.

- B. The following notice will be placed on all school buses equipped with a video camera.

This bus is equipped with a video/audio monitoring system.

**VI. Video Monitoring System Procedures.** The Superintendent, in consultation with the Principal and BCSD Transportation Director, will determine how video cameras will be used and which school buses will be equipped with video equipment. The following procedures must be followed:

- A. The installation and removal of all video recordings or digital data from the video unit is the responsibility of the Office of Transportation supervisory personnel or the owner, manager, or supervisor of a contracted vehicle. The school bus driver is prohibited from installing or removing video recordings and from operating the video cameras.
- B. The safekeeping of all video unit keys is the responsibility of the Office of Transportation supervisory personnel or the owner, manager, or supervisor of a contracted vehicle.
- C. Each video recording or data file will be labeled with the date, time and bus number when removed from a video unit.
- D. Each video recording and hard drive removed from a BCSD bus shall remain in the secure possession of the Office of Transportation and/or other authorized BCSD personnel until no longer needed for school purposes.
- E. Each data file shall remain in the possession of the authorized school-based personnel until no longer needed for school purposes.
- F. The Director of Transportation and/or other authorized BCSD personnel shall determine when a video recording or data file may be removed from the BCSD system.
- G. Video recording and data files will be viewed by authorized BCSD personnel. The confidentiality of all persons on video recording or data file shall be protected as allowed by law, policy and/or regulation.
- H. Video recordings or data files removed for viewing shall be maintained in a secure location.

- I. Video recordings and data files may be viewed and used by appropriate BCSD administrators as part of student and/or employee disciplinary hearings.
- J. Staff, students, and BCSD employees are prohibited from tampering or otherwise interfering with the video camera equipment.
- K. If allowed by the video system, all drivers shall be responsible for ensuring the video system is operating properly prior to beginning assigned route/trip. Any malfunctioning system should be immediately reported to his/her supervisor.
- L. Camera systems shall be inspected and maintained ~~on~~ no less than every six (6) calendar months a monthly basis by a member of the BCSD Transportation Department and/or a contractor for services.
- M. During routine review and downloading of requested school bus surveillance videos, Random audits shall be performed quarterly by an employees of the BCSD Department of Transportation and Technology Department involved in the review and downloading process shall randomly audit such videos and video recording systems to insure proper operating conditions ~~of the bus camera systems~~. The audits should be documented and available for review upon request.

**VII. Student Conduct.** The BCSD prohibits students from tampering with video cameras on the school buses. Students who violate this regulation shall be subject to discipline in accordance with Administrative Regulation SS-18, Code of Student Conduct. Students and/or parents/guardians will reimburse the BCSD for any repairs or replacement necessary as a result of student damage to school bus video equipment.

Adopted: July 18, 2001

Revised: July, 2010; October, 2012; September, 2015; June, 2016; January, 2017

Legal references:

- A. S. C. Code, 1976, as amended:
  1. Section 59-67-100 - Seating space; aisle; seats; number and location of students.
  2. Section 59-67-180 - General supervision of bus by driver.
  3. Section 59-67-240 - Disciplinary powers of bus driver.
  4. Section 59-67-250 - Posting of copies of relevant statutes.
  5. Section 59-67-470 - Superintendent to supervise conduct of pupils riding buses.