Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Bus Safety and Conduct**	**6.308**	**08/11/25**
		Rescinds:	Issued: **05/10/99; 07/08/13; 07/15/19**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful and valid business on the bus.[1]

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.[2]

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee. A note from the school office with details of the change shall be presented to the bus driver.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and procedures maintained by the terminal school.

USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage.[3] These materials shall be maintained for three (3) school days. Parent(s)/guardian(s) must

submit a written request within three (3) school days (excludes weekends and school breaks) of the specific date desired to view to the Director of Transportation. Requests should include the name of the parent/guardian's custodial child to be viewed, bus number, date and time of desired footage, and reason for the request. A time shall be arranged for viewing.

Prior to viewing footage, parent(s)/guardian(s) will be required to sign a confidentiality/non-disclosure agreement. The Director of Transportation/principal/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.4 Recorded materials shall be maintained by the school district for a minimum of three (3) days unless a written request has been received.

Parent(s)/guardian(s) may not take still photographs or recordings of viewed footage. All photographs and videos are property of Houston County Schools and may not be retained in any form by parent(s)/guardian(s). Requests to view images does not exempt a student from disciplinary action if applicable.

As used in this section, "parent" means the parent, guardian, person who has custody of the child, or individual who has caregiving authority.[5]

Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.[4]

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. TCA 49-6-2119

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension 6.316
Student Records 6.600
Annual Notification of Rights 6.601
Inspection & Correction of Student Records 6.602