

## STUDENT DISCIPLINE AND VIDEO CAMERA POLICY

### 1.0 PURPOSE:

The Wirt County Board of Education recognizes the regulations which shall be followed by pupils riding on Wirt County School buses. Student Discipline procedures for riding school buses and the use of video cameras on school buses are outlined in this policy.

### 2.0 DEFINITIONS:

**Student Discipline:** addresses the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. Whereas safety and order is the foundation of a positive school climate/culture that supports student academic achievement and personal-social development, this rule also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools that must be consistently addressed in order to assure the orderly, safe, drug-free, violence- and harassment-free learning environment in accordance with WV Policy 4373.

**Video Camera:** surveillance systems utilized on school buses, which capture both audio and visual images on the bus to help protect student and driver safety at all times. The results are saved on a hard drive and shall be viewed by Superintendent, Transportation Director, Supervisors, School Bus Drivers, and School Administration when deemed necessary.

### 3.0 RESPONSIBILITY:

- 3.1 The school bus driver shall immediately notify the school principal when any transported student has violated Policy 4373. Written notification shall be completed by the school bus operator as soon as possible.
- 3.2 The student to be excluded from the bus shall be notified by the school bus operator. The parents/guardians of the student shall be notified by the school principal/designee.
- 3.3 All students shall be transported until the parent/guardian has been properly notified about the exclusion.
- 3.4 An excluded student shall be readmitted to the bus only after the principal/designee notifies the school bus operator that the student may be readmitted. Parents/guardians will also be notified by the school principal/designee when their son/daughter may resume riding the bus.
- 3.5 If a student has been disciplined three times in one year by the school bus operator, a conference to discuss the student's disruptive behavior patterns shall be conducted. During the conference, the parent/guardian shall be present with the school bus operator and the principal/designee. If the inappropriate behavior persists, the student may have his/her rights to transportation services suspended for the remainder of the year, to the extent feasible.

### 4.0 PROCEDURES:

#### **School Bus Operations**

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- 4.1 All pupils shall be ready in the morning at the scheduled time for the bus to arrive at the designated school stop or place of meeting. The bus cannot wait for those who are tardy.
- 4.2 The driver may assign each pupil a seat for which the pupil will be held responsible.
- 4.3 The driver has complete legal authority over the pupils. Passengers will obey the driver promptly (Reference Policy 4373 WVDE)
- 4.4 Pupils will observe the following:
  - 4.4.1 Walk on left side of road facing traffic.
  - 4.4.2 Never stand or play on roadway while waiting for a school bus.
  - 4.4.3 Wait for the Bus Operator's signal before crossing a road or highway.
  - 4.4.4 Have shoes clean before entering bus. This should be done before the bus arrives and not exercised so as to delay the bus.
  - 4.4.5 Avoid unnecessary conversation with the driver.
  - 4.4.6 Except for ordinary conversation, observe classroom conduct in the bus in order not to distract the bus operator's attention.
  - 4.4.7 The use of profane or immoral language will not be tolerated. The use of tobacco is prohibited.
  - 4.4.8 Legs, arms and head must be kept inside bus windows at all times.
  - 4.4.9 Report any damages to the bus at once to the driver.
  - 4.4.10 Get on or off the bus or change seats in the bus only when it is not in motion and with permission of bus operator.
  - 4.4.11 Proceed safely, but alertly, when getting on or off the bus.
  - 4.4.12 If emergency door or emergency window exits are found open or partially open, they must be reported to the driver immediately.
  - 4.4.13 No object of any nature shall be thrown or passed into or from the bus door or window by a passenger nor shall the same be permitted of others who are not passengers.
  - 4.4.14 Passengers seated in the bus shall willingly admit other passengers boarding the bus to vacant spaces in the seat or seats they occupy.
- 4.5 When a pupil is suspended from school, s/he forfeits the right to ride any school bus until reinstated by the proper authorities. Parents and bus drivers (if transportation is involved) shall be notified promptly by the principal/designee when a pupil is suspended from school.

The driver shall, when the pupil being suspended reaches his destination in the afternoon, notify the student that they cannot ride the bus until permission has been granted by the proper school authorities.
- 4.6 The safety of the passengers is the first concern of all those involved in pupil transportation.
- 4.7 The rights of pupils to ride the bus are conditioned on their acceptable behavior and observance of rules.

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- 4.8 The bus operator shall stand in place of the parent(s), guardian(s), or custodian(s) in exercising authority and control over the students while they are in transit to and from school. This authority includes the bus stop location.
- 4.9 Except for normal conversation, students will conduct themselves as if they were in the classroom.
- 4.10 Procedures for dealing with serious infraction of regulations: (Policy 4336 WVDE)
- 4.10.1 The bus operator shall notify the school principal when any transported student has violated WVDE Policy 4373 or Wirt County Policy J-01 Expected Behavior in Safe and Supportive Schools. Written notification on a Disciplinary Referral Form shall be completed by the school bus operator as soon as possible.
- 4.10.2 The bus operator may exclude from the bus any student who is guilty of inappropriate behavior as outlined in WVDE Policy 4373 and Wirt County Policy J-01 Expected Behavior in Safe and Supportive Schools.
- 4.10.3 The student to be excluded from the bus shall be notified by the school bus operator. The parents/guardians of the student shall be notified by the school principal/designee.
- 4.10.4 All students shall be transported until the parent/guardian has been properly notified of the exclusion.
- 4.10.5 An excluded student shall be readmitted to the bus only after the principal/designee provides written notification to the bus operator that the student may be readmitted and specifies the type of disciplinary action that was taken. If the principal finds that disciplinary action is warranted, he or she shall provide written and, if possible telephone notice of the action to the parents/guardians. Parents/guardians will be notified by the principal/designee when their student may resume riding the bus.
- 4.10.6 If a student has been disciplined three times in one school year for school bus violations, a conference to discuss the student's disruptive behavior shall be conducted. During the conference, the parent/guardian shall be present with the bus operator and the principal/designee. The student may have their rights to transportation services suspended for the remainder of the school year, or to the extent feasible.
- 4.10.7 If the bus operator, during the course of their run, determines that any individual is a serious threat to the safety of the other passengers, or the safe operation of the bus, s/he may seek assistance from the Transportation Director, Supervisor of Transportation, Superintendent, or law enforcement officials.

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### **Video Cameras – School Buses**

The Wirt County Board of Education is concerned for the safety of children on school buses. This concern not only extends to vehicle accidents but to injury that may result from the assault and/or abuse of one student by another while riding a bus. Additionally there is concern for appropriate behavior and action by the bus operator in dealing with student conduct.

The use of video cameras on school buses has been shown to be a valuable tool in the control of student conduct and the reduction of vandalism.

It shall be the policy of the board of education to allow the installation and use of video cameras on school buses under the following conditions:

- 4.10.8 Students are informed that they may be taped at any time.
- 4.10.9 Efforts may be made to inform all parents that their children may be taped at any time.
- 4.10.10 The use of the recordings will be with the knowledge and approval of the Transportation Director. Tapes will be used by those persons having a direct responsibility for events or occurrences that have been recorded:

- a) School officials
- b) Bus operators
- c) Students involved
- d) Law enforcement

Audio and video evidence may be used to prove inappropriate or illegal behavior and school officials may use such evidence in the administration of board policy on discipline.

### **5.0 SEVERABILITY:**

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

**REVIEW SCHEDULE:** This policy will be reviewed in accordance with the policy review schedule published by the Superintendent.

**Authority:** WVDE Policy 4336; WVDE Policy 4373; WV Code §18A-5-1