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SCHOOL BUS INCIDENT REPORT  
**ANDERSON SCHOOL DISTRICT FIVE**  
**P.O.BOX 439**  
**ANDERSON, SC 29622-0439**

<b>STUDENTS' NAME</b>	<b>PARENT'S SIGNATURE</b>	<b>DATE</b>
<b>SCHOOL</b>	<b>CLASS/GRADE</b>	<b>DATE OF INCIDENT</b>
<b>BUS DRIVER</b>	<b>BUS NUMBER</b>	<b>A.M. P.M.</b>

**DEAR PARENTS:** The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the School District.

**INFRACTION**

- |  |   |
|--|---|
| <input type="checkbox"/> ABUSIVE LANGUAGE<br><input type="checkbox"/> UNNECESSARY NOISE<br><input type="checkbox"/> SPITTING/LITTERING<br><input type="checkbox"/> REFUSING TO OBEY DRIVER<br><input type="checkbox"/> HANGING OUT OF WINDOW<br><input type="checkbox"/> FAILURE TO REMAIN SEATED<br><input type="checkbox"/> DESTRUCTION OF PROPERTY<br><input type="checkbox"/> FIGHTING/PUSHING/TRIPPING<br><input type="checkbox"/> TAMPERING WITH BUS EQUIPMENT<br><input type="checkbox"/> THROWING OBJECTS IN OR OUT OF BUS | <input type="checkbox"/> POSSESSION OF MATCHES OR LIGHTERS<br><input type="checkbox"/> SMOKING ON BUS<br><input type="checkbox"/> RUDE, DISCOURTEOUS AND ANNOYING CONDUCT<br><input type="checkbox"/> IMPROPER BOARDING/DEPARTING PROCEDURES<br><input type="checkbox"/> BRINGING ARTICLES ABOARD BUS OF INJURIOUS OR OBJECTIONAL NATURE<br><input type="checkbox"/> OTHER BEHAVIOR RELATING TO SAFETY, WELL-BEING AND RESPECT FOR OTHERS |
|--|---|

SPECIFIC DETAILS

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- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> <b>REPORTED 1<sup>ST</sup> REFERRAL</b> | <input type="checkbox"/> <b>REPORTED 2<sup>ND</sup> REFERRAL</b> | <input type="checkbox"/> <b>REPORTED 3<sup>RD</sup> REFERRAL</b> | <input type="checkbox"/> <b>REPORTED 4<sup>th</sup> REFERRAL</b> |
|--|--|--|--|

**DISCIPLINARY ACTION**

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RIDING IS A PRIVILEGE WHICH MAY BE REVOKED. PARENTS ARE URGED TO APPRECIATE THE DISCIPLINARY ACTION TAKEN AND TO DISCUSS THIS TO PREVENT FURTHER OCCURRENCE.

AUTHORIZED SIGNATURE	TITLE	REPORT DATE
PARENT'S COPY 1 SCHOOL'S COPY 2 TRANSPORTATION SUPERVISOR'S COPY 3 (SEND DAILY)		BUS DRIVER'S COPY AFTER DISPOSITION 4 BUS DRIVER'S COPY BEFORE DISPOSITION 5

BUS NO: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ TEACHER.: \_\_\_\_\_

**Please Sign and Return To Your Child's Homeroom Teacher Within Five Days.**

**BUS STUDENTS**

I have read and understand the **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES** and agree, as a passenger, to abide by all regulations and Board policies.

---

PRINT NAME

SIGN NAME

---

DATE

**PARENTS**

I have read and understand the **REGULATIONS FOR PUPILS RIDING SCHOOL BUSES** and agree to assume full responsibility for my child's conduct on the bus.

*The Anderson County School District Five Board of Trustees has authorized the use of video cameras on school district buses. Accordingly, the district may use video cameras on school district buses to monitor student behavior in order to provide for a safe environment for students and employees. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. Only those persons with a legitimate educational purpose may view the videotapes, subject to applicable federal and state laws and regulations. The district will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matters as determined by the administration. Subject to applicable federal, state and district laws and regulations, parents may request to view videotapes of their child if the district uses the videotapes in a disciplinary proceeding involving their child.*

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Parent's or Guardian's Signature

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Date

**FAILURE TO RETURN THIS FORM SIGNED WILL NOT AFFECT THE STUDENT'S PRIVILEGE TO RIDE THE BUS; HOWEVER, THIS WILL NOT EXCUSE THE STUDENT FROM FOLLOWING THE RULES.**

## INTRODUCTION

Dear Parent / Guardian:

The Anderson District Five Board of Trustees is pleased to provide bus transportation for our students and consider it a vital part of the educational process. The following rules are for your child's safety and protection and to assist the bus driver in transporting your child safely to and from school. Infractions of the following rules will be reported to the school principal, and bus-riding privileges may be withdrawn as deemed appropriate.

The following State Laws give the District the authority to operate school buses and discipline those students who violate the rule(s):

State Laws	59-67-240
	59-67-245
	59-67-250
	59-67-470

Federal Law Regulation 34 C.F.R. Section 104.37 (a) (2) identifies transportation as a non-academic service which the District is required to provide to handicapped students in a manner which will afford them an equal opportunity for participation as that provided to non-handicapped students.

Board Policies	<b>EEAEC-R - ADMINISTRATIVE RULE</b>
	<b>JICDA</b>
	<b>JICC</b>

The text of these laws and District policies can be found in the back of this booklet.

Your assistance in reviewing these rules with your child / children will greatly assist us in the safe transportation of our students. Thank you for your help!

Sincerely,

Anderson School District Five Board of Trustees

The School Bus/Activity Bus Handbook Committee Members:

Mike Ruthsatz, Homeland Park Elementary School

Becky Moorhead, Assistant Principal, Varennes Elementary School

Kevin Snow, Principal, Whitehall Elementary School

Darryl K. Webb, Director of Transportation

Paul R. McAlister, Routing Supervisor

Mary Avant, Safety & Training Specialist

Sallie Heard, Supervisor of Midday Programs/Activity Buses

Larry Yon, Activity Bus Driver

Kay Shaw, Bus Driver

Lee Rainey, Substitute Bus Driver

## SCHOOL BUS CONDUCT

The school bus is an extension of school activities; therefore, the Board 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 observe the bus rules.

The bus driver is responsible for supervision of students on the bus. **THE DRIVER MAY STOP THE BUS AT ANY TIME THAT MISBEHAVIOR OR THREATENED MISBEHAVIOR OFFERS A HAZARD TO SAFE DRIVING.**

The driver will report students who are involved in an infraction of the rules on school buses. The principal, or his designee, as authorized by **STATE LAW and REGULATION AND BOARD POLICIES** may suspend or deny bus transportation to a student whose conduct is persistently and / or flagrantly detrimental to safety and order on the bus.

## MEETING THE BUS

1. Students must be on time.
2. Students must not run alongside the bus when the bus is moving; rather, students must wait until the bus stops and then walk to the door.
3. Students should check carefully before crossing the road. Unfortunately, all drivers do not stop for school buses.
4. As the bus approaches, students should stand 10 feet from the point where the bus will stop.

## RIDING THE BUS

1. Students should go to their assigned seats without crowding or pushing and remain seated while the bus is in motion.
2. Students should not throw paper or any other objects out the window or on the bus.
3. Students should keep their arms, legs and head inside of the bus.
4. Students should not talk to the driver while the bus is in motion unless there is an emergency.
5. Students should never tamper with the emergency exits or any other bus equipment.
6. Students should not stand up, change seats or move about while the bus is in motion.
7. Students should always obey a command given by the driver.
8. Students must not fight or scuffle on the bus. Unusual activity diverts the driver's attention and could cause an accident of a serious nature.
9. Students may be required to sit three to a seat, when necessary.
10. Students must not place objects such as books, band instruments, lunch boxes or other items in the aisle of the bus.
11. Students should use no profane language, threats, obscenities or gestures at any time.
12. **Students must not deface or cause damage to a bus in any way. When damage is caused, such as cutting, tearing, punching holes in seats or writing on the school bus, the cost of repair or clean-up will be paid for by the student performing the act or his / her parent or guardian.**
13. Students must depart from the bus in an orderly manner.
14. Students shall not have in their possession any type of weapon or dangerous article which might be used as a weapon.
15. No students or other authorized passengers may stand in the stepwell at any time.
16. Students are not allowed to have electronic devices while on the bus. **(Examples: Pagers, Cell Phones, Radios, CD Players, Game Boy, Etc.)**

## **FOOD AND DRINK ON SCHOOL BUSES**

Food and drink should not be consumed on a school bus. Bottles and cans are **NOT ALLOWED** on buses at any time.

## **HAZARDOUS MATERIALS ON SCHOOL BUSES**

Glass articles, containers with liquid, live animals, snakes, insects, flowers, balloons, volatile substances, or other articles that might be hazardous, are **NEVER** allowed on school buses. Large articles that students cannot hold, or those that take needed seating space, obstruct the aisle of the bus, obstruct the use/access of the rear emergency door or obstruct the front service door are not allowed on school buses. **Nothing on back engine compartment on transit buses.**

## **LEAVING THE BUS**

1. Students must remain seated until the bus comes to a complete stop.
2. Students should exit the bus in an orderly manner.
3. Students should get off the bus at the school they attend and that school only.
4. Students must not loiter or play around stopped or parked buses.
5. Students may leave the bus at their designated stop only. Any changes must be made with the parent's request approved by a school official.
6. Students should go around to the front of the bus and wait until the bus driver directs them to cross.

## **IN CASE OF AN EMERGENCY**

1. Students must stay in their seat until the driver explains what to do.
2. Students must not touch emergency or safety equipment unless told to do so by the driver or bus assistant.
3. Students should not crowd; let those students closest to the exit go first.
4. Students should keep their hands free, leaving all books and other items on the bus.
5. Students should move away from the exits quickly so others can leave.

## **OFFENSES**

### **Level 1:**

1. Continuing to be noisy, etc., after being warned by the driver.
2. Eating, chewing, or drinking on the bus.
3. Refusing to allow another student to sit in a seat.
4. Behavior that is detrimental to the safe operation of the school bus.

### **First Offense:**

Warning to students and a letter to parents advising them of misconduct. If the offense is of serious enough nature, a three-day suspension from the bus will be given.

### **Second Offense:**

Suspension from riding the bus for a period of three to five days. Letter to parent.

### **Third Offense:**

Ten days suspension from riding the school bus; parent conference.

### **Fourth Offense:**

If, after a third offense, a student persists in uncontrollable conduct, he / she will then be suspended from riding the bus for the remainder of the school year in progress.

## **Level 2:**

1. Throwing objects in or out of the bus.
2. Pushing, shoving or tripping others while boarding, riding or departing the bus.
3. Using abusive language.
4. Tampering with the emergency exits or any other bus equipment.
5. Extending arms and / or head out of bus window at any time.
6. Annoying, rude, or discourteous conduct.
7. Damaging the bus. (Regardless of the number of offenses, repairs will be paid for by student / parent or guardian.)
8. Other behavior relating to safety, well being and respect of others.

### **First Offense:**

One (1) day suspension from riding the bus. Letter to parent.

### **Second Offense:**

Five (5) days suspension from riding the bus. Parent conference required before the student resumes riding the bus.

### **Third Offense:**

Ten (10) days suspension from riding the bus. Parent conference required before the student resumes riding the bus.

### **Fourth Offense:**

Suspension from riding bus for the remainder of the school year.

**Level 3:**

A Level 3 offense is defined as a criminal conduct activity as listed in Board Policy JICDA – Student Behavior Code. For a listing of those activities and sanctions that apply, refer to Board Policy JICDA.

Board Policy JICC – Bus conduct states that students involved with criminal conduct while on the bus may be suspended from riding the school bus on the first offense.

**ANDERSON SCHOOL DISTRICT FIVE**  
**APPLICABLE SCHOOL BOARD POLICIES**

## STUDENT CONDUCT ON BUSES

Code **EEAEC** Issued **3/02**

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Purpose: To establish the basic structure for safe student transportation.

**Safety is of prime importance for our students as we transport them to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians and school personnel.**

The district charges students with the responsibility of conduct that will result in safe transportation, respect for school personnel and respect for other students. Because the school bus is an extension of school activity, students are expected 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 observe all bus rules and other district policies.

The bus driver is responsible for supervision of students on the bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior presents a hazard to safe driving.

The driver will report students who create a disturbance on school buses. The principal or his/her designee, as authorized by state law and regulation and consistent with the District Student Bus Conduct Handbook and Student Behavior Code, may take disciplinary action as appropriate including, but not limited to, the suspension of bus riding privileges. For serious offenses, as defined by Student Behavior Code JCDA, the principal or his/her designee may also take further disciplinary action as appropriate including, but not limited to, in school or out of school suspension and recommending expulsion.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular and extracurricular events. Accordingly, the district may use video cameras to monitor student behavior, and may use videotapes as evidence in a student disciplinary proceeding. Only those persons with a legitimate purpose may view the videotapes, subject to applicable federal and state laws and regulations.

**Adopted 4/14/88; Revised 3/19/02**

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Legal references:

- A. S. C. Code, 1976, as amended:
  - 1. Section 59-67-240 - Disciplinary powers of bus driver.
  - 2. Section 59-67-250 - Copies of Section 59-67-240 to be posted.
  - 3. Section 59-67-470 - Superintendent to supervise conduct of pupils riding buses.

# STUDENT CONDUCT ON BUSES

Code **EEAEC-R** Issued **3/02**

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## **TO BE USED ONLY IF OPTIONAL PORTION OF POLICY IS ADOPTED**

### **Use of video cameras**

*The board supports the use of video cameras as a means to monitor and provide for a safe environment for students and employees. Accordingly, the district may use video cameras on all district and state owned 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.*

### **Notice**

*The district will annually provide the following notice to students and parents.*

*The Anderson County School District Five Board of Trustees has authorized the use of video cameras on school district buses. Accordingly, the district may use video cameras on school district buses to monitor student behavior in order to provide for a safe environment for students and employees. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. Only those persons with a legitimate educational purpose may view the videotapes, subject to applicable federal and state laws and regulations. The district will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matters as determined by the administration. Subject to applicable federal, state and district laws and regulations, parents may request to view videotapes of their child if the district uses the videotapes in a disciplinary proceeding involving their child.*

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

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

### **Review of videotapes**

*The school district will review videotapes when necessary as a result of an incident reported by a student, bus driver or other staff member. Ordinarily, videotapes are recirculated for erasure after five school days.*

*Only those individuals who have a legitimate educational purpose for doing so may view videotapes, subject to applicable federal and state laws and regulations. The district will keep a written log of those individuals viewing the videotapes. The log will include the name of the individual viewing the videotape, along with the time and date the videotape was viewed.*

### **Student conduct**

*The district prohibits students from tampering with video cameras on the school buses. The district will discipline students found in violation of this regulation in accordance with the student behavior code.*

*Students and/or parents/guardians will reimburse the district for any repairs or replacement necessary as a result of the tampering.*

#### *Student Bus Conduct Handbook*

*The district shall provide each student enrolled with a bus conduct handbook that, consistent with all applicable federal, state and district laws, regulations and policies, sets forth the standards of behavior required of all students who ride buses and the consequences for failing to abide by these standards. In addressing student disciplinary issues, all district employees who are charged with this responsibility shall administer the provisions set forth in the handbook consistently. The handbook shall be reviewed periodically and revised as appropriate.*

Adopted 3/19/02

# CODE OF CONDUCT

Code **JICDA** Issued **08/04**

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**Purpose: To establish the basic structure for a code of conduct and discipline for students and maintain order in the schools.**

**The board and the administration offer a list of offenses along with the required or recommended dispositions for the information of students, parent/legal guardian and school personnel. Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law.**

The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student during the following times and in the following places.

- who is on the school property
- who is in attendance at school or any school-sponsored activity
- who is off the school grounds at a school activity, function or event
- whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the schools
- who is en route to and from school on a school bus or other school vehicle

## **Level I - disorderly conduct**

1. **Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school.**
2. **Acts of disorderly conduct may include, but are not limited to, the following.**
  - a. classroom tardiness
  - b. cheating on examinations or classroom assignments
  - c. lying
  - d. acting in a manner so as to interfere with the instructional process
  - e. abusive language between or among students
  - f. failure to complete assignments or carry out directions
  - g. use of forged notes or excuses
  - h. cutting class
  - i. school tardiness
  - j. truancy
  - k. other disorderly acts as determined by the board
  - l. dress code infraction (during school hours)
  - m. identification badge infraction (during school hours)
3. **The staff will follow these basic enforcement procedures in instances of disorderly conduct.**
  - a. When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and, where necessary, maintain a record of the misconduct and the sanction.

- b. If a certain misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this policy.
  - c. The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should effect the appropriate disciplinary action.
  - d. Where necessary, the administrator will maintain a complete record of the procedures.
4. **The staff may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following.**
- a. verbal reprimand
  - b. withdrawal of privileges
  - c. demerits
  - d. detention
  - e. in-school suspension
  - f. other sanctions approved by the board

**Level II - disruptive conduct**

1. Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

2. Acts of disruptive conduct may include, but are not limited to, the following.
- a. use of an intoxicant
  - b. fighting
  - c. vandalism (minor)
  - d. stealing
  - e. threats against others
  - f. trespassing
  - g. abusive language to staff
  - h. refusal to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include supervision of students
  - i. possession or use of unauthorized substances, as defined by law or local school board policy
  - j. illegally occupying or blocking school property in any way with the intent to deprive others of its use
  - k. unlawful assembly
  - l. disrupting lawful assembly
  - m. inappropriate verbal or physical conduct of a sexual nature
  - n. unlawful possession of an electronic communication device
  - o. any other acts as determined by the board
3. The staff will follow these basic enforcement procedures in instances of disruptive conduct.
- a. When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.

- b. The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and effect the appropriate disciplinary action.
  - c. The administrator will keep a complete record of the procedures.
4. The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following.
- a. temporary removal from class
  - b. alternative education program
  - c. in-school suspension
  - d. out-of-school suspension
  - e. transfer
  - f. referral to outside agency
  - g. expulsion
  - h. restitution of property and damages, where appropriate, should be sought by local school authorities
  - i. other sanctions as approved by the board

### **Level III - criminal conduct**

1. Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.
2. Acts of criminal conduct may include, but are not limited to, the following.
  - a. assault and battery
  - b. extortion
  - c. bomb threat
  - d. possession, use or transfer of dangerous weapons
  - e. sexual offenses
  - f. vandalism (major)
  - g. theft, possession or sale of stolen property
  - h. arson
  - i. furnishing or selling unauthorized substances, as defined by board policy
  - j. furnishing, selling or possession of controlled substances (drugs, narcotics or poisons)
  - k. distribution, sale, purchase, manufacture or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
  - l. threatening to take the life of or inflict bodily harm upon a teacher, principal or members of their immediate family
3. The staff will follow these basic enforcement procedures in instances of criminal conduct.
  - a. When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student.
  - b. If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.

- c. If appropriate, school officials should contact law enforcement authorities.
  - d. Staff will follow established due process procedures when applicable.
  - e. The administrator will keep a complete record of the procedures.
4. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following.
- a. out-of-school suspension
  - b. assignment to alternative schools
  - c. expulsion
  - d. restitution of property and damages, where appropriate, should be sought by local school authorities

### **Extenuating, mitigating or aggravating circumstances**

The board may give the appropriate administrator the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

### **Electronic communication device**

1. No student may possess an electronic communication device while:
  - a. on school property
  - b. attending a school sponsored or school related activity on or off school property

The district will make an exception to this rule under the following circumstances.

1. A student under age 18 may possess an electronic communication device if:
  - a. the student needs the electronic communication device for a legitimate medical reason.
2. A student age 18 or over may possess an electronic communication device if:
  - a. the student is an active member of a volunteer firefighting organization.
  - b. the student is an active member of a volunteer emergency service organization.
  - c. the student needs the electronic communication device for a legitimate medical reason.

Before a student may have an electronic communication device at school, the principal must have written, approved evidence on file of the student's medical need or membership in voluntary firefighting or emergency medical service organization.

The principal of each school will decide what constitutes a legitimate medical reason consistent with any guidelines established by this board and/or by the state department of education.

A student who has an electronic communication device without permission as outlined in this policy is subject to discipline as provided by board policy.

A person who finds a student in possession of an electronic communication device without permission must report the student to the school principal. The principal will confiscate the device. The student's parent/legal guardian may pick up the confiscated device from the school at their convenience.

## **Mace/Pepper gas**

The possession and/or use of mace, pepper gas and any other substance which is generally used for personal defense and which may cause skin and/or eye irritation is prohibited. The possession of such a substance will be considered a violation of disruptive conduct (Level II). The use of mace or any other similar substance, as defined above, may be considered as an assault prohibited under criminal conduct (Level III) depending upon the facts of the incident.

## **Discipline of disabled students**

### *Disciplinary process*

Disabled students are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of disabled children to the extent that current educational expertise permits.

### *Program prescriptions*

A disabled student's staffing committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individual Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a disabled student's individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion which are conducted in accordance with regulation.

### *Suspensions*

The administration may suspend a disabled student unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The district may remove immediately, for a short period of time, a handicapped student who is endangering himself or others. The school may suspend students for up to 10 days for a minor disciplinary infraction but for not more than 30 days in any one school year.

However, students who bring weapons to school or a school function or knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function may be removed for up to 45 days at a time. If school officials believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, they may ask an impartial hearing officer to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

### *Expulsions*

Expulsion of a disabled student is equivalent to a change in educational placement and therefore requires special procedures. Before a disabled student may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

## **Immediate removal**

Nothing contained in this regulation will be construed as limiting an administrator's ability to remove a disabled student from school immediately under emergency conditions.

Adopted 1/17/89; Revised 8/20/91, 7/19/94, 5/16/95, 3/19/96, 5/18/04, 8/17/04

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### Legal references:

#### A. S.C. Code of Laws, 1976, as amended:

1. Section 59-19-90 - General powers and duties of school trustees.
2. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
3. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

#### B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

## STUDENT CONDUCT ON SCHOOL BUSES

Code **JICC** Issued **04/04**

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The bus driver shall be responsible for supervising students while on the bus. Student misconduct may result in a loss of bus privileges. Misconduct is defined as the following.

- being disobedient or disrespectful to the driver
- standing or moving while bus is in motion
- sticking head or hands out of window
- throwing objects out of window
- unusually loud talking, laughing or singing
- smoking
- scuffling or fighting
- tampering with bus or its equipment
- obscene language
- depositing litter on floor of bus
- eating or drinking while on the bus
- any other action which interferes with the safe and orderly operation of the school bus

Disciplinary action will be taken by the principal or his/her designee as follows.

*First offense* - Warning to students and a letter to parents advising them of misconduct. If the offense is of serious enough nature, a three-day suspension from the bus will be given.

*Second offense* - Suspension from riding the bus for a period from three days to one week; letter to parents.

*Third offense* - Two weeks suspension from riding the school bus; parent conference.

*Fourth offense* - If after a third offense, a pupil persists in uncontrollable conduct, he/she will then be suspended from riding the bus for the remainder of the school year in progress.

Students involved in criminal conduct while on the bus may be suspended from riding the school bus on the first offense. Acts of criminal conduct may include, but are not limited to the following.

- assault and battery
- extortion
- possession, use or transfer of dangerous weapons
- sexual offenses
- vandalism (major)
- theft, possession or sale of stolen property
- furnishing or selling unauthorized substances, as defined by board policy
- distribution, sale purchase, manufacture or unlawful possession of a controlled substance

Adopted 1/17/89; Revised 11/15/94. 4/20/04

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Constitutional and Statutory Provisions:

A. S. C. Code, 1976. as amended:

1. Section 59-67-240 - Disciplinary powers of bus driver.
2. Section 59-67-470 - Superintendent to supervise conduct of pupils riding buses.

## **APPLICABLE STATE REGULATIONS**

## **SECTION 59-67-240. OTHER DUTIES AND DISCIPLINARY POWERS OF DRIVER**

The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all his pupils are dismissed by the school faculty and safely aboard his bus. He also shall take particular notice along his route in the morning and give pupils within sight a reasonable time in which to board his bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to the governing head of the school to or from which the pupils are transported any misconduct or any violation of the driver's instructions by any person riding in his bus.

District boards of school trustees in this State may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or for violating instructions of the driver.

**HISTORY: 1962 Code 21-816; 1952 Code 21-816; 1946 (44) 1341.**

## **SECTION 59-67-245. INTERFERENCE WITH OPERATION OF SCHOOL BUS PENALTIES**

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of duly constituted authorities.

## **SECTION 59-67-250. POSTING OF COPIES OF RELEVANT STATUTES**

The trustees of the various school districts shall cause to be posted in each school bus operating within their district at least two copies of 59-67-240, and the Superintendent of Education of this State shall furnish a sufficient number of copies of said section to the various school districts to the end that the provisions of this section may be complied with.

**HISTORY: 1962 Code 21-817; 1952 Code 21-817; 1946 (44) 1341.**

**SECTION 59-67-470. BUS DRIVERS; SELECTION, ELIGIBILITY; TRAINING AND CERTIFICATES**

The school bus drivers, whether students or adults, shall be selected and employed by the respective boards of trustees of the school districts, subject to the approval of the respective county boards of education. No person under sixteen years of age shall be eligible for consideration as a bus driver.\* Before being employed, all prospective drivers shall be examined by the State Board of Education to determine their competency. The State Board of Education shall provide a rigid school bus driver training course and issue special "school bus driver's certificates" to successful candidates. No person shall be authorized to drive a school bus in this State transporting children, whether the bus be owned by the State, by a local school agency, or by a private contractor, who has not been so certified by the State Board of Education. All school bus driver certificates shall be renewed every three years. Drivers who have certificates issued prior to September 1962, must enroll and satisfactorily complete bus driver training courses prior to September 1965, and each three years thereafter. Local school superintendents shall supervise the conduct of pupils being transported and of school bus drivers. When any person is relieved of his duties as a bus driver, for just cause, the local school superintendent shall require the driver to turn in his school bus driver certificate which shall be forwarded to the State Board of Education. A certificate may be reissued to such a driver at a later date upon approval of the local superintendent and the State Board of Education. The provisions of this section shall not apply to private schools.

# **RULES AND REGULATIONS**



## **EDUCATIONAL FIELD TRIPS EXTRACURRICULAR ACTIVITIES**

## SCHOOL BUS CONDUCT

The activity bus is an extension of school activities; therefore, the Board 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 observe the bus rules.

The teacher(s), coach(es), or chaperone(s) are responsible for supervision of students on the bus. **THE DRIVER MAY STOP THE BUS AT ANY TIME THAT MISBEHAVIOR OR THREATENED MISBEHAVIOR OFFERS A HAZARD TO SAFE DRIVING.**

The driver will report students who are involved in an infraction of the rules on school buses. The principal, or his designee, as authorized by **STATE LAW and REGULATION AND BOARD POLICIES** may suspend or deny bus transportation to a student whose conduct is persistently and / or flagrantly detrimental to safety and order on the bus.

## MEETING THE BUS

1. Students must be on time.
2. Students must not run alongside the bus when the bus is moving; rather, students must wait until the bus stops and then walk to the door.
3. Students must not stand or play in the road while waiting for the activity bus.

## RIDING THE BUS

1. Students should remain seated while the bus is in motion.
2. Students should not throw paper or any other objects out the window or on the bus.
3. Students should keep their arms, legs and head inside of the bus.
4. Students should not talk to the driver while the bus is in motion unless there is an emergency.
5. Students should never tamper with the emergency exits or any other bus equipment.
6. Students should not stand up, change seats or move about while the bus is in motion.
7. Students should always obey a command given by the driver, teacher, coach, or chaperone.
8. Students must not fight or scuffle on the bus. Unusual activity diverts the driver's attention and could cause an accident of a serious nature.
9. Students may be required to sit three to a seat, when necessary.
10. Students must not place objects such as books, band instruments, lunch boxes or other items in the aisle of the bus.
11. Students should use no profane language, threats, obscenities or gestures at any time.
12. **Students must not deface or cause damage to a bus in any way. When damage is caused, such as cutting, tearing, punching holes in seats or writing on the school bus, the cost of repair or clean-up will be paid for by the student performing the act or his / her parent or guardian.**
13. Students must depart from the bus in an orderly manner.
14. As per Board Policy, no alcohol, drugs, or tobacco products are allowed on the bus.
15. Students shall not have in their possession any type of weapon or dangerous article which might be used as a weapon.
16. No students or other authorized passengers may stand in the stepwell at any time.

## **HAZARDOUS MATERIALS ON SCHOOL BUSES**

Glass articles, containers with liquid, live animals, snakes, insects, flowers, balloons, volatile substances, or other articles that might be hazardous, are **NEVER** allowed on school buses. Large articles that students cannot hold, or those that take needed seating space, obstruct the aisle of the bus, obstruct the use/access of the rear emergency door or obstruct the front service door are not allowed on school buses. **Nothing on back engine compartment on transit buses.**

## **LEAVING THE BUS**

1. Students must remain seated until the bus comes to a complete stop.
2. Students should exit the bus in an orderly manner.
3. Students must not loiter or play around stopped or parked buses.
4. **Students will not be allowed to return to the bus without a chaperone.**

## **IN CASE OF AN EMERGENCY**

1. Students must stay in their seat until the driver explains what to do.
2. Students must not touch emergency or safety equipment unless told to do so by the driver or bus assistant.
3. Students should not crowd; let those students closest to the exit go first.
4. Students should keep their hands free, leaving all books and other items on the bus.
5. Students should move away from the exits quickly so others can leave.

**Dear Parent,**

**Your child rides a school bus in Anderson School District Five. Please find below the numbers to call if you have any questions pertaining to routing or late buses.**

**Dispatch: 260-5070: Available from 6:00 a.m. – 5:30 p.m.**

**You may also call the number to the school that your child attends:**

<b>T.L. Hanna High School.....</b>	<b>260-5110</b>
<b>Westside High School .....</b>	<b>260-5230</b>
<b>Hanna/Westside Ext. Campus .....</b>	<b>260-5160</b>
<b>Lakeside Middle School.....</b>	<b>260-5135</b>
<b>McCants Middle School .....</b>	<b>260-5145</b>
<b>Southwood Middle School.....</b>	<b>260-5205</b>
<b>Calhoun Elementary School .....</b>	<b>260-5090</b>
<b>Centerville Elementary School .....</b>	<b>260-5100</b>
<b>Concord Elementary School .....</b>	<b>260-5105</b>
<b>Homeland Park Elementary School .....</b>	<b>260-5125</b>
<b>McLees Elementary School.....</b>	<b>716-3600</b>
<b>Midway Elementary School .....</b>	<b>716-3800</b>
<b>Nevitt Forest Elementary School.....</b>	<b>260-5190</b>
<b>New Prospect Elementary School.....</b>	<b>260-5195</b>
<b>South Fant Family Education Center .....</b>	<b>260-5200</b>
<b>Varenes Elementary School.....</b>	<b>260-5215</b>
<b>Whitehall Elementary School .....</b>	<b>260-5255</b>
<b>West Market Family Education Center.....</b>	<b>260-5225</b>