



flaglerschools
Striving to be the Nation's Premier Learning Organization

Elementary Code of Student Conduct

2016-17 School Year

(Transportation Sections Only)

School Board Approved _____

Jacob Oliva
Superintendent of Schools

When a student discovers they have inadvertently brought a weapon on campus, on the bus, or in their vehicle, they must immediately notify an administrator/designee, teacher, or bus driver. The weapon will be turned over to school personnel and the School Resource Deputy. The student may not be disciplined if he/she follows this procedure.

School Transportation Expectations

General

Students must wait for the bus to come to a stop and then walk in front of the bus to get on the bus. *Riding the bus is a privilege. Do not abuse it.*

1. Busses should be considered “mobile school sites” where students are expected to be on their best behavior. Bus drivers should be treated and respected just as teachers and administrators are.

2. Students are audio/video recorded at all times while on a school bus. School bus surveillance videos are considered “student records.” Student records are confidential and are not subject to disclosure and release under the Sunshine Law. The rights of a student and his or her parent protect both the student’s access to those records and the student’s privacy interests in the content of those records. School video recordings which include multiple students cannot be released to an individual parent as the tape contains “records” of all recorded students.

3. A student must ride the assigned bus. Switching buses is not permitted. Transportation is provided only to the documented address on file. Any change in address should be updated immediately. Only students who live one mile or more from an elementary school and two miles or more from middle and high schools are authorized to ride the school bus. Distance from home to school is calculated by transportation routing software and is based on walking distance, not road mileage. Students must attend their zoned school and use the assigned bus stop based on their home address to receive transportation, or qualify under Exceptional Student Education (ESE).

4. Students are to be on time 10 minutes prior to bus arrival and stand off the roadway. Parents are responsible for their child's behavior at the bus stop and should be present to ensure appropriate behavior prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. School officials have jurisdiction at bus stops. Bus drivers may issue bus referrals based on behavior observed at bus stops, and administrators may investigate and discipline accordingly. In addition, behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.

5. If a student causes any damage (vandalism) to the bus or another vehicle, the parent shall be responsible to pay for the damage. Restitution or arrangements must be made with transportation within 30 days of notification. Failure to make full restitution for vandalism cost can result in loss of bus riding privileges for the remainder of the current school year. Students can be disciplined for doing anything at the bus stop which violates the Code of Student Conduct.

Florida Statute 1006.10 Authority of school bus drivers; school district duties.

The school bus driver shall have the authority to control students during the time students are on the school bus, but shall not have such authority when students are waiting at the school bus stop or when students are en route to or from the school bus stop, except when the bus is present at the bus stop.

Items Students Cannot Bring on a Bus

Students may not possess glass containers of any kind, sharp objects, balls, bats, roller skates or blades, toys (examples: game boys, video games, silly string, cards of any type), cutting instruments of any kind, any large or bulky item that interferes with proper seating of students (examples: large musical instruments *defined as those that the student is not able to hold on his/her lap and/or impedes the driver, walkway, or adjacent seat*), scooters, skateboards or athletic equipment, any animal, batons, drum sticks, tennis rackets (unless in proper carrying case), fire arms, stink bombs, tobacco products, lighters, matches, lighters fireworks, or illegal drugs, cologne, nail polish, hair spray, spray paint, or chemicals, food, candy, gum, drinks or other items prohibited elsewhere in the *Code of Student Conduct*.

Rules While on the Bus

The bus driver is in charge. Students must obey the driver at all times. Students must tell the bus driver his/her correct name when asked. The bus driver and school will keep a seating chart. Students will be disciplined if they do not follow all district and school rules and the following special rules:

- * sit in the assigned seat and use the seat belt if available
- * stay seated at all times while the bus is in motion
- * do not put any part of the body outside the bus windows
- * do not distract the driver with loud conversation or noises
- * do not eat or drink on the bus
- * maintain absolute silence at all times when the overhead dome lights are on for railroad crossings
- * do not throw any items on the bus or out of the bus windows
- * do not mark, cut, or damage bus seats or the bus itself
- * do not display signs from the bus
- * do not use obscene language or gestures

The following infractions will result in a bus suspension and/or suspension from school up to 10 days, and/or removal of bus riding privileges: possession of weapons, illegal drugs, tobacco products, laser pens, fighting, vandalism, profanity towards driver, use of matches, lighters or fireworks, sexual harassment, throwing of objects in or out of bus, and use of any object or situation causing a safety problem.

Discipline

Violation of District School Board transportation policies, including disruptive behavior on a school bus or that is a witnessed act at the school bus stop with the bus present (FS 1006.10) by a student, is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

The School Board believes that all students, as well as the bus driver, should be able to ride safely on school buses. Therefore, if students misbehave, they will be removed from the bus. If a student commits minor infractions, the school bus driver has the authority to address the behavior appropriately. If a student causes repeated problems on the bus by doing something the bus driver

considers a more serious rule violation, the bus driver will report it to your school Principal/designee. The bus driver will give the school a written referral about what the student did. School administrator/designees can take any of the following disciplinary steps against a student for misbehaving at a bus stop or on a bus, and will notify the parent/guardian, on an approved form when they take any of these steps:

1. Warn the student that the behavior is not allowed and if repeated, will result in further discipline as well as suspension of bus riding privilege.
2. Discipline the student the same as if she/he had misbehaved at school (detention, ACE/ICE room, Saturday school, suspension, expulsion, etc.).
3. Suspend the student from riding the bus if prior warning and other discipline have not improved the behavior. The student can be suspended for up to ten (10) days at a time.
4. Expel the student from riding a school bus if previous discipline has not worked or if a student commits a serious offense. The process by which a student is expelled from riding the bus is the same as the process for being expelled from school. The principal/designee makes a recommendation to the Superintendent, who then recommends it to the School Board. Even if a student transfers to a new school, he/she will be held responsible for any previous incidents of bus misconduct from the previous school.

Flagler County School District Bus Incident Procedures

Step 1 – Verbal Warning Parent/ Guardian Contacted

1. Students who misbehave or who demonstrate potentially unsafe behavior shall receive a verbal warning on a bus incident report form.
2. The driver shall telephone the student's parent/guardian to seek help in correcting the student's behavior. The student's behavior will be described in the comments section, and the driver shall write the date, time, student's name, name of the person spoken to, and a brief description of the conversation.
3. After two attempts, if a driver is unable to make contact with the parent/guardian by telephone, the driver must document the attempt and result on the referral and request assistance from the appropriate school administrator/designee for his/her assistance.
4. After any step, a student's behavior must become acceptable immediately and remain acceptable for the remainder of the school year.
5. If an additional incident occurs, the next step will be taken.

Step 2 – Written Notice to Parent/Guardian

1. Written notice shall be sent home if a student's behavior has not become acceptable immediately.
2. Student will go to Step 3 if the written notice is not signed and returned to the driver or school within 48 hours after contact is made.

Step 3 – Administrative Referral

1. Students who continue to violate bus rules, possess contraband, and jeopardize the safety of others will receive an immediate referral to the school administrator/designee.
2. After presentation of documentation by the driver to the administrator/designee, it is the authority of the school administrator/designee to determine if there is cause for suspension or recommendation of expulsion. Based on the infraction, suspension time is determined by the administration.

NOTE: Riding the bus or attempting to ride the bus while on suspension could result in another referral, loss of bus riding privileges, and referral to the School Resource Deputy for a trespass warrant. No Trespass signs are clearly posted in every school bus vehicle and will be strictly enforced.

Due to safety concerns, penalties for not wearing a seat belt, when it is part of the available equipment or unbuckling a seat belt prior to the arrival at school will result in:

Step #1 – Verbal warning and phone contact to the parent

Step #2 (next offense) – Suspension. Suspension for first offenses after a warning will be three (3) days, five (5) days suspension for a subsequent violation, and ten (10) days suspension for repeated misconduct.

Appeal of Bus Suspension

A parent may appeal a bus suspension by calling the school principal/designee. The parent must come to the school and have a conference with a school administrator/designee and a representative from the transportation department/district office as part of the appeal. The student may be permitted to ride a bus pending the outcome of a bus suspension appeal as long as there are no additional incidents of misconduct.

If expulsion has been recommended, the student cannot ride a bus until the School Board rules on the expulsion. If a student engages in violent or very unsafe behavior while riding the bus, the school administration shall additionally suspend the bus riding privileges until they can hold a conference with the parent. The school will then determine whether to take additional disciplinary steps, including bus expulsion, and whether to impose further rules for the student's return to bus riding

A helpful brochure for bus expectations and general information may be accessed at http://www.fapflorida.org/ManualandPub/AWTYBrochure_2010.pdf.

SECTION THREE: STUDENT ATTENDANCE

All students, regardless of age, will attend school on a regular basis. All enrolled students are subject to the requirements of the Flagler attendance policy. Parents should notify the school of a student's absence and the reason for the absence as soon as possible. Some schools have a phone line, but all absences should be documented in writing for the absence to be excused.

Parents may write up to 5 parent notes per term with a total of 10 per year, until 15 days of total absence is attained. Parents will be advised if their child is considered truant. A referral will be made for services if a student is chronically truant. In the case of chronic truants, students and their parents could be referred for specific actions that involve the Department of Children and Families (DCF), the Sheriff's Office, the Clerk of Court, and the School District.

School Attendance Procedures as follows:

1. Student is absent: contact with parent is attempted.
2. Student is absent 5 days unexcused in a calendar month, or 10 days in a 90 day period: a "warning letter" is sent to each parent.