

Code: JICC-R

**MOUNT DESERT ISLAND REGIONAL HIGH SCHOOL  
SCHOOL BUS DISCIPLINE PROCEDURE**

The bus driver is responsible for the safety and well being of all students on the school bus from the time students are picked up until they are discharged at school or their proper bus stops. In order to successfully carry out this responsibility, the bus driver needs to be able to maintain order on the bus at all times. The following procedures are to be used by the driver to assist him or her with this function.

1. The driver shall keep a daily behavior log on his or her bus.
2. If the driver has to speak to a student due to inappropriate behavior more than once on a run, that student's name, grade, date, offense and action taken shall be entered into the log. Before the student leaves the bus, the driver is to inform the student that his/her name has been written into the log.
3. A student whose name appears in the log twice within any nine week period, and each subsequent time within that period, shall be referred to the building administrator for disciplinary action. Parents will be notified by the administrator of the action taken.
4. The second referral to the building administrator shall result in a suspension of riding privileges for one to three days at the discretion of the building administrator.
5. The third referral to the building administrator shall result in a five day suspension of riding privileges.
6. Should the student be referred additional times, riding privileges may be suspended for an indefinite period of time.
7. Serious offenses, including but not limited to fighting, smoking, vandalism, insubordination toward the driver, drinking or drug use will result in an immediate report to the building administrator. Disciplinary action may include immediate suspension from the bus for a period to be set by the administrator. This is in addition to any other discipline imposed for violation of Committee policies and/or school rules.
8. Bus drivers are not authorized to suspend students from the bus and drivers may not discharge a student except at school or their designated bus stop. If conditions warrant immediate removal of a student from the bus, the driver should stop the bus in a safe location and radio for assistance.
9. The needs of special education students will be addressed in accordance with their IEP. Drivers will be informed of students who could potentially affect the safety of themselves or others on their bus.
10. Administrators have the flexibility to impose discipline on a case-by-case basis depending upon the offense and the student's prior disciplinary record.

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