



School Bus Rules

1. Students will follow the directions of the bus manager/driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they looked in both directions for traffic; left, right, left.
5. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up an object.
6. Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps. Any ball should be inside a backpack or bag and remain there.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only with the authorization of a school administrator, will a student be allowed to ride a different bus. Notification of this must be sent to the school in a written note signed by the parent/guardian.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using their own device on the bus, using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Misconduct on the bus will be addressed according to **Olivet Academy's Discipline Policy**, depending on the severity of the incident. The consequence of a Level 3 incident will be students suspension of bus service for one week.

Parent Name: _____

Student (s) Student Name(s): _____

Parent Signature: _____

Date: _____



DISCIPLINE LEVELS

Misconduct has been divided into four levels, depending on the severity of the incident. Level three is the most severe. Students should avoid compromising situations, which might give the appearance of being involved in the following activities:

Level 1

Definition: (Disobedience) Any minor disturbances that interfere with classroom order and instruction. Any minor 1st time incident.

Incidents:

- Distracting other students from learning
- Talking without permission
- Not following directions
- Not having materials for class
- Speaking unkindly
- Not completing assignments/homework
- Cutting in line, rough play or clowning (horseplay)
- Chewing gum
- Dress code violation

Consequences: Conversation with teacher. Possible call to parents.

Level 2

Definition: (Disobedience, Disrespect, or Defiance) Activities and attitudes that show a lack of respect for authority.

Incidents:

- 3 or more level one incidents
- Disrespectful attitude toward adults
- Disrespectful attitude toward classmates
- Cell phone use
- Leaving classroom without permission



- Immodest clothing
- Talking back to teacher
- Teasing
- Cheating
- Lying
- Using inappropriate language
- Hitting, kicking, or shoving another student

Consequences: Conversation with teacher. Teacher calls parents. Possible meeting with teacher(s) and parents. 1 or 2 Detentions. Suspension from using the bus 1 or 2 days. Conversation with administration. Possible administration call to parents.

Level 3

Definition: (Disobedience, Disrespect, or Defiance) Any physical or verbal abuse. Any activity dangerous to self or others.

- 3 or more level two incidents
- Fighting
- Bullying o Verbal o Physical o Electronic (Internet or Text)
- "Pantsing", Pulling down a person's pants
- Public displays of affection
- Profanity
- Immorality
- Stealing
- Abusing another's property
- Pornography
- Inappropriate use of technology
- Willful disobedience

Consequences: Administration calls parents. Meeting with administration. Suspension: either in school or out of school to be determined by administration. Suspension from using the bus 3 or 5 days to be determined by administration. Possible expulsion.



Level 4

Definition: (Disobedience, Disrespect, or Defiance) Severe as to warrant expulsion from school. The dismissal of a student from Olivet Academy is an extremely serious matter that is considered very prayerfully and cautiously by school officials. This decision usually occurs after all other means of discipline have proven to be unfruitful, but could occur as a result of a single act of a student whether it be on or off campus. Some possible reasons for expulsion:

- Unresolved academic or disciplinary issues
- Commission of any serious infraction while on academic or disciplinary probation
- 3 suspensions
- 3 incidences of disregard of school rules and policies
- 3 incidences of disrespect of school authority
- Sexual immorality
- Abusing
- supplying, or possessing drugs or alcohol
- Stealing
- Assault or battery
- Possession or use of a weapon
- Inappropriate use of social networking (see above under Suspensions)
- Serious violation of any local, state, or federal statute
- Failure of the parents to support the school's philosophy, uphold school policies, or support decisions made by the administration and/or school board.

Parent Name: _____

Student (s) Student Name(s): _____

Parent Signature: _____

Date: _____