

**Cook County**

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 21**

**999 West Dundee Road  
847/537-8270**

**Wheeling, Illinois 60090**

**LONGFELLOW SCHOOL  
Debra Serbin, Principal  
501 S. Arlington Heights Road.  
Buffalo Grove, IL, 60089-1607  
847/520-2755**

**Dr. Gary E. Mical  
Superintendent**

Dear Parents,

District 21 works closely with National School Bus Service to provide safe transportation to and from school for your child. To encourage responsible passenger behavior, specific rules and consequences have been established governing the ride from the time of boarding through the time of departure. Listed below are the expectations and consequences for this school year. Please review this information with your child and encourage him or her to behave responsibly when traveling on the bus.

Expectations: Students are expected to:

1. Arrive at the bus stop on time.
2. Respect the property of others while waiting at the bus stop.
3. Board and disembark from the bus in an orderly fashion.
4. Follow the directions of the driver without arguing.
5. Sit where permitted or "assigned" and remain seated for the duration of the bus ride.
6. Use appropriate language (i.e. quiet voices, no arguing, profanity, etc.).
7. Keep hands, feet and objects inside the bus and to themselves; keep the aisle clear at all times.
8. Be courteous to the driver and fellow passengers.
9. Leave emergency doors and windows alone unless instructed to open them.
10. Keep the bus free of food or litter.
11. Be alert to traffic when leaving the bus.
12. Ride only those buses to which they have been assigned and accept responsibility for their own behavior.

Consequences: Students who choose not to follow the safety guidelines may receive one or more of these consequences:

1. Referral to Longfellow's bus supervisor, the assistant principal or to the principal.
2. Parent notification via phone or letter.\*
3. Temporary or permanent seat reassignment.
4. Before or after school detention.
5. Behavioral essay assignment.
6. Temporary or permanent suspension from the bus.
7. Other (dependent upon the severity of the misbehavior).

\*If a driver completes a written behavior infraction form on a student, parents will receive a copy. (Please note that while Longfellow retains these forms until a student completes fifth grade, National School Bus Service may retain them through grade twelve).

Again, we would like to ask your support in encouraging your child to contribute to a safe and pleasant bus ride. Should you have any questions or concerns regarding the bus, please contact National School Bus Service at 541-0220.

Thank you for your time and involvement. We look forward to a safe and successful year.

Sincerely,

Debra Serbin, Principal