



Administrative Letter A105

Students with Significant Disabilities, Non-verbal Students Require Name Badges

Administrative Letter #105 Students with Significant Disabilities, Non-verbal Students Require Name Badges; Approved 08/28/2015

DATE: August 28, 2015

FROM: Launi Harden, Transportation Director
Suraj Syal, Special Education Director

SUBJECT: Students with Significant Disabilities, Non-verbal Students Require Name Badges

To ensure the safest transportation for students with significant disabilities, especially those who are non-verbal, it is necessary that each of these students have a laminated VIP name badge that can easily be pinned on before the student is placed on a bus. This name badge must have the student's name and assigned bus number. A picture of the student can also be added for additional identity verification.

The classroom teacher/paraprofessional or parent should ensure the badge is securely pinned to the correct student, helping the bus aides know who the student is and assisting them in making sure that all students are transported to the correct destination. The parent is responsible to pin the badge on the student at the beginning of the day before they enter the bus to travel to school. The teacher or paraprofessional can remove this name badge during school hours, but must then re-pin the badge back onto the student before loading them on the bus to travel home at the end of their school day.