

## **Durango School District 9-R**

### **Regulation for Student ID's on Buses**

All students within the district are issued Student ID's. One of the purposes of these ID's is to track students who use our bus transportation options to increase safety, accountability and usage needs. In addition to the primary transportation use of scanning students as they enter and exit the buses, all students will also use their school-issued student ID during activity trips and field trips, and will be used for the City Transit system.

#### **Misplaced Student ID'S**

##### **Riding the Bus**

Should a student temporarily misplace their student ID, the following processes will be honored:

- 1) The student's name will be added to a list and the student will be permitted to ride with a verbal reminder to bring his or her student ID the next ride.
- 2) After three (3) days of a misplaced ID, should a student continue to forget their student ID, a call will be made to the student's guardian requesting the student bring their ID or get a replacement ID.
- 3) After eight (8) days of a misplaced ID, another call will be made to the guardian and the student will not be permitted bus privileges until the student ID is replaced.

#### **Replacing Student ID'S**

Students will be responsible to request a replacement student ID from their school should they lose or misplace their student ID, including filling out any required paperwork and paying any fees:

- 1) Students/families will incur a \$5.00 charge to replace the student ID at the elementary and middle schools. Durango High School will be charging \$10.00 for replacement of student ID's.
- 2) Students/families must inform their school office of the misplaced ID and to request a new student ID be issued.
- 3) The school will collect the \$5.00 fee at the time it issues the replacement student ID at elementary and middle schools. At Durango High School the school will collect \$10.00 for replacement of student ID's.
- 4) The school will issue the replacement ID directly to the student once it is created.

## **Student ID Pictures**

All photos for student ID's will be taken at the beginning of the school year. Families will have the option to purchase student photographs directly from the vendor. Please see your school office for more about photo purchase options.

Should a student arrive after October 1 of any given school, a request will be made to the Transportation Department and they will work with the school to arrange the photo and the issues of the student ID.

## **Issuing Student ID'S**

Student ID's will be issued directly to students in the fall of the new year. Until new student ID's are issued previous year student ID's will be used for bus service.

## **Middle Schools and High Schools**

Students in middle and high schools will receive their ID directly from their school and will be responsible for the ID. The ID's will be school specific with their school logo, photograph and name. No other identifiable information will be on the card. Students who are regular bus riders will use their student ID to board and disembark from their bus every day. All other students must retain the ID's for use on activity buses for field trips, athletics and activities. Replacement of ID's is subject to the regulations listed above.

## **Elementary Schools**

For elementary schools, ID's will be made for each student and will be distributed to each school. The elementary schools ID's will have a picture of the student and their full name printed on it. The ID's will have the district logo on them but will not designate what school the student attends. Regular elementary school student's riders will receive an ID with that can be attached to a backpack or somewhere on the student so that ID's are not misplaced. For the students that are not regular bus riders, student ID's will be delivered to the school and will be provided directly to their classroom teacher, or will be held in the school office. When that class has an activity, such as a field trip, the ID's can then be handed out to those students and collected when the activity is over.

If a student that has chosen not to use their photo the ID's or their name, per district and federal privacy policies, the district logo will be the only thing printed on the card.