

517 LOCATING A MISSING STUDENT

I. PURPOSE

Stonebridge World School is committed to creating and preserving a safe and secure environment for its students. In order to support this commitment, this Policy sets forth rules and procedures to be followed in the event that a student is reported to be missing.

II. GENERAL STATEMENT OF POLICY

When a student is reported missing before, during, or after school the following procedures will be used by the Executive Director or designated person(s) who has received the missing child report.

III. SCHOOL STAFF, ADMINISTRATION, AND ALL AVAILABLE STAFF

- a) Use the walkie system to check the school grounds, classrooms, and last known location of the student.
- b) Check with the classroom teacher, and any other appropriate staff to determine the last time they were seen, and if they mentioned anything unusual about their plans.
- c) Check restrooms, classrooms, meeting rooms, and school grounds.
- d) Contact known siblings or friends of the student to determine the last time the student was seen and if they mentioned anything about where they were going.
- e) Contact the parent/ legal guardian and other emergency contacts to determine if family members or friends may have picked up the child and to inform them of the situation.

IV. FIVE MINUTE RULE

After a maximum of 5 minutes from the time of the initial missing child report was made, the school office staff will inform the local law enforcement.

- a) Call 911, to notify the local law enforcement.
- b) Log the time called and name of the person to whom they spoke.
- c) Provide a student information profile sheet with Student ID photo if available.

V. SPED STUDENTS

If the child involved has special needs (particularly those who are assigned extra supervision), or staff is given any indicators that the child has run away, been abducted, or has been left in an unsafe location; staff is to notify law enforcement immediately and begin the initial check of the school.

Approved: 10-24-2017

Revised:

