

STUDENTS

Protocol for Missing Children

During School Hours

When a student is reported missing during the school day, the following procedures will be used by the administrator or designated person(s) who has received the missing child report:

1. The school secretary will use the intercom to check specialist rooms or last known location of the student.
2. The administrator and all available school staff (paraeducators, counselors, etc.) will check restrooms, classrooms, conference rooms and outside school grounds.
3. The school secretary will complete an intercom all call over the entire school.
4. After a maximum of 8 minutes from the time of the initial missing child report was made, the building administrator will call #911 to notify local law enforcement (Kennewick Police/Benton County Sheriff), log time called and name of person to whom they spoke. The building administrator will provide student information profile sheet with picture for law enforcement.
5. Call the administration building emergency line.
6. Continue to search while the building administrator contacts the parent or guardian and informs them of the situation.

**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 contact the administration building emergency line and special services office while they begin the initial check of the school.*

Before Or After School Hours

When it is reported that a student failed to make it home after school (or not made it to school in the morning), the following procedures will be used by the administrator or designated person(s):

1. Determine the route the student uses to get to the school or home:
 - a) If the student is a bus rider, call the transportation department immediately to report the situation. The transportation department will contact the driver(s) to determine if the child is currently on the bus and/or if the driver saw them get off the bus. The transportation department will also begin identifying any other buses, bus stops or transfer locations that need to be checked.
 - b) If the student rides public transportation, contact the dispatch service of Ben Franklin Transit to determine if they used or are currently on the route, or where they were dropped off.

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- c) If they are a walker, contact crosswalk and supervision staff to determine if they were seen walking.
2. Contact parent (custodial and non-custodial) or guardian, and other emergency contacts to determine if family members or friends may have picked up the child.
3. 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.
4. Call #911 to notify appropriate law enforcement (Kennewick Police, Benton County Sheriff), logging time called and name of person to whom they spoke, and call the administration building emergency line to report the situation.
5. Search the building and grounds and continue contacting known siblings or friends of the student (including neighbors, classmates, other students on the bus) to determine the last time the student was seen and if they mentioned anything about where they were going.
6. Have student information profile sheet with picture (if available) for law enforcement.

Special Consideration for Children with Elopement Tendencies

If a student has elopement tendencies, the following proactive procedures should be considered and/or enacted:

**If the child has special needs (particularly those who are assigned extra supervision), or staff is given any indicators that the child has run away or been abducted, notify law enforcement IMMEDIATELY and contact the administration building emergency line and special services office while they begin the initial check of the school.*

1. Special education staff should be informed of the extra supervisory needs of the student.
2. The student should be assigned to a staff member for visual supervision at all times. If responsibility rotates, all staff should be made aware of when they are responsible for visual supervision. Extra special care should be taken during recess and classroom transition times.
3. All building staff should be alerted of the student and be directed to return the student to the classroom, any time they should see the student without direct adult supervision.
4. Electronic door locks or door gates should be considered for classroom doors.
5. If student is with an adult outside of the classroom, the adult may wish to carry walkie-talkies in case the student runs and the adult needs assistance.
6. Everyday, a note should be made regarding what the student is wearing, in case a search needs to be initiated.
7. Make sure a picture of the student is readily available.
8. For students requiring specialized transportation, the bus should not drop students off at home unless a responsible adult meets the school bus.

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