

ABDUCTION/RUNAWAY

(Priority 2)

DEFINITION: Student runs away from the school building during school hours or a family member abducts student.

Before releasing a child to anyone except the parent or guardian on the list, the custodial parent and/or guardian should be contacted for approval; a record of the time and date of phone approval should be made and kept.

STEPS OF ACTION:

TEACHER/STAFF:

NOTIFY office.

OFFICE:

NOTIFY 911 and Liaison Officer.

NOTIFY Parent/Guardian.

HAVE PICTURE of student available with description of clothing last worn.

PRECAUTIONARY:

Each building will compile a list of students who are **NOT** to be released to anyone except a particular person. Emergency cards of such students should be tagged.

When a telephone request is made to have the student released, confirm the identity of the caller (by a separate call to the Parent or Guardian) **before** the student is permitted to leave.