

## Board Policy

### Identification and Reporting Of Missing Children

The Board of Education recognizes that the early detection of missing or abducted children is critical in protecting the health, safety, and welfare of all children. The Board of Education adopts this Policy that all district certificated and classified employees shall provide for the early detection of missing or abducted children through the notification of, reporting to and cooperation with a local law enforcement agency pursuant to CA Education Code Sections 49370-49378.

District personnel, including but not limited to teachers, administrators, school paraeducators, and school bus drivers, are required to report missing children to a law enforcement agency in a timely manner in order to provide those children a necessary level of protection.

Legal Reference:

#### EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

#### PENAL CODE

14200-14213 Violent crime information center

#### CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Management Resources:

#### WEB SITES

California Department of Justice, Missing Persons: <http://oag.ca.gov/missing>

California Highway Patrol, Amber Alert: <http://www.chp.ca.gov/amber>

National Center for Missing and Exploited Children: <http://www.missingkids.com>

## Administrative Regulation

### Identification and Reporting Of Missing Children

#### Notices of Missing Children

Every school shall post in an appropriate area the monthly poster on missing children provided by the Department of Justice (DOJ). For schools, the poster shall be posted in an area restricted to adults. (Education Code 38139; Penal Code 14208)

Whenever a new student enrolls or transfers into school in the district, the principal or designee is encouraged to review the missing person bulletins provided by the DOJ to determine if the student resembles a child listed as missing. (Education Code 49068.5)

(cf. 5111 - Admission)

Emergency card information with contact telephone numbers and persons who are authorized by the parent to pick up the child during school hours shall be kept current. Any authorized person shall provide a valid photo ID. If there is any doubt that the person is authorized, the parent shall be contacted immediately for verification. The principal or designee's decision shall be final.

School staff is also encouraged to monitor "Amber Alerts" issued by law enforcement agencies in serious, time-critical child abduction cases.

If a law enforcement agency notifies the district that a child enrolled in the district has been reported missing, the principal or designee of the school in which the child is enrolled shall place a notice on the front of the child's school record indicating that he/she has been reported missing. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement agency that informed the school of the missing child's status. (Education Code 49068.6)

(cf. 5125 - Student Records)

#### Reporting Missing Children

Board Revision 5/26/13

If a child is missing on a school field trip, the teacher, bus driver or designee shall initiate a brief search for approximately 5 minutes while ensuring the safety of the other children. If the child is not found, the district employee shall immediately notify local law enforcement with a description of the child, the location, and any other relevant information. The employee shall obtain the agency name and ID# of the police officer or dispatcher.

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed.

In the event that a district employee witnesses or suspects a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5142 - Safety)

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