

**Regulation**

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MISSING CHILDREN

The following procedures direct the identification and reporting of children missing from the educational system, whether by abduction by persons other than the child's primary caretaker or by parental neglect of the responsibility to insure the child's attendance at school.

Notification of Pupil Absences and Transfers

Parents/guardians shall notify the school for the following situations:

- A. Parents/guardians are requested to notify the school office whenever a child will be absent from a school session the day of the absence for a student staying home sick or prior to the day of the absence if possible;
- B. A parent/guardian who anticipates a child's future absence or anticipates that an absence will be prolonged is requested to notify the school in advance;
- C. A parent/guardian who intends to withdraw a child from school shall be asked to designate the school or school district to which the child will be transferred (see board policy 5119 Transfers).

Identification of Potentially Missing Children

The following guidelines shall be followed for the identification of potentially missing children:

- A. Teachers shall record and report attendance daily;
- B. Teaching staff members shall be alert to parental neglect of the responsibility for the enrollment and attendance of school aged children;
- C. A teaching staff member who believes that a child has been removed from school by his or her parent or primary caretaker or any other person without notification of the removal, however recent the removal, shall promptly report that belief to the principal.

Children Possibly Lost or Abducted

The following guidelines shall be followed for the identification of potentially lost or abducted children:

- A. The principal or designee shall daily compile a list of absent pupils and compare that list to the pupils for whom parental notification of absence has been received;
- B. The principal or designee shall attempt to reach by telephone the parent/guardian of an absent pupil for whom notification of absence has not been received. Telephone calls will be made to the pupil's home and to the parent/guardian's place of work as indicated on the emergency notification form submitted by the parent/guardian;
- C. If a parent/guardian cannot be reached by telephone, the principal or designee shall promptly take reasonable, appropriate steps to locate the absent pupil, including but not limited to the interviewing other pupils, staff members, and neighbors of the pupil, emergency contacts, and visiting the pupil's home;
- D. In the event the principal's designee cannot reach the parent/guardian and cannot locate the pupil, he or she shall promptly inform the principal that the pupil may be missing;

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- E. The principal shall consider the pupil's age, maturity, attendance record, and disciplinary history, academic record, and medical history and, if there is reason to suspect that the pupil may be lost or abducted, shall immediately notify the police department of the community of residence;
- F. The principal shall notify the chief school administrator of any incident for which the police have been contacted.

Children Missing by Parental Neglect

The following guidelines shall be followed for the identification of potentially neglected children:

- A. The principal shall attempt to determine the reason for the absences of any pupil absent ten consecutive school days or more according to board policy 5113 Attendance, Absences and Excuses;
- B. When sufficient evidence cannot be produced by the parents/guardians justifying the extended absence, the principal shall report a pupil after ten consecutive school days absences, to the police department of the community of residence;
- C. When a child has been formally withdrawn from the school district but an official request for the child's records has not been received within fifteen days of the withdrawal during the school year or within thirty days of the withdrawal at the end of the school year, the principal shall report the child to the police department of the community of residence.
- D. The report to the police department of the community of residence, of an unaccountably absent child or a withdrawn child who has not entered another school system may include:
  - 1. The child's name, age, gender, and physical description;
  - 2. The child and parent/guardian's last known home address; and
  - 3. The parent/guardian's name and work place, if known;
- E. The chief school administrator shall record in the child's permanent record in this district the date on which a child was reported in accordance with this regulation and the information released to the police department of the community of residence;
- F. The principal and teaching staff members having knowledge of the child shall cooperate fully with the police in their efforts to locate the child;
- G. In the event a child believed to be missing is located, the chief school administrator shall notify the police immediately.

Report by Law Enforcement Officials

The police department of the community of residence shall notify the chief school administrator of the school district where a missing child is currently or was most recently enrolled, of the disappearance and provide the chief school administrator with information concerning the identity of the missing child. The police department of the community of residence shall also notify the chief school administrator if the child is located.

When the chief school administrator is notified of a missing child by the police department of the community of residence, the chief school administrator shall mark the child's school record. The mark will be a clearly, identifiable denotation so in the event a copy or information regarding the record is requested, the school district will be aware the record is that of a missing child. Once the Police Department of the community of residence notifies the chief school administrator that the child has been located, the chief school administrator, or designee, will remove the mark from the child's school record.

If a copy of a "marked" school record is requested, the chief school administrator, or designee, will supply a copy of the record to the requestor, in accordance with board policy 5125 Student Records, without alerting

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the requestor to the fact that the record has been "marked" in accordance with the provisions governing access to pupil records.

After supplying a copy of or information regarding the "marked" record, the chief school administrator will immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the police department of the community of residence.

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