Student Elopement Plan
South Bend Community School Corporation

Student: _____ SBCSC ID # _____
Teacher of Record: _____ School: _____
Room #: _____ Date: _____

Notifying office and staff: Call office with name and last location. Office staff will notify all staff, "Code (student name), Room 207 (last location seen). When student is located, contact office and all staff will be notified, "Code cancelled'
Staff Assignments: All staff will look outside their windows and immediate hallway areas. (Staff names) will search second floor restrooms, work areas and other non-classroom areas. (Staff names) will search first floor restrooms, work areas, gym, cafeteria, library). (Staff names) will immediately search the outside perimeter of the building going in (opposite) direction.
Previous pattern of elopements: Student has previously eloped outside the building from the northeast exit and headed across the parking lot. Also been found in the cafeteria on two occasions.
Who/when to notify police and parent(s): The building administrator(or designee) will notify the parent and police if the student has not been located within (5 minutes) due to (the limited pedestrian skills and age of the student).
File with building administrator/office/subfolder/IEP