

# REGULATION

## CLINTON TOWNSHIP BOARD OF EDUCATION

OPERATIONS  
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### MISSING CHILDREN

- A. Any district employee, volunteer or intern, who has reason to believe that a child may be missing or may have been abused or neglected, may inform the Principal or the Principal prior to notifying the local law enforcement authorities or the Division of Child Protection and Permanency (DCP&P) only if the report to the Principal or Principal does not delay immediate notification;
- B. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation;
- C. The Principal, building Principal or designee who has received a report of a potentially missing, abused, or neglected child situation shall notify appropriate law enforcement authorities:
  - 1. Any school district or building level administrative staff member, in addition to the building Principal, is authorized by the Board to report and notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations;
  - 2. Law enforcement authorities shall be notified for all reported incidents of a potentially missing, abused, or neglected child made by employees, volunteers, or interns working in the school district.

### Early Detection of a Missing Child

- A. Teaching staff members shall be alert to parental neglect of the responsibility for the enrollment and attendance of children of school age. A teaching staff member who believes that a child has been removed from school by his or her parent or primary caretaker, however recent the removal, shall report that belief to the school Principal, who may report the child to the local police department;
- B. A parent who withdraws a child from school shall be asked to designate the name and location of the school or school district in which he or she intends to enroll the child and the expected date of enrollment;
- C. The school Secretary will then contact that school and advise them of the prior intention to enroll that child in their district within five days;
- D. If the Principal is contacted by another school district regarding a student's failure to enroll in the Clinton Township School District, the CTSD Principal or designee shall contact the Clinton Township Police Department;

- E. If the investigation leads the Principal to have reasonable cause to believe the child has been abused or neglected, the Principal shall then notify the Division of Child Protection and Permanency in the Department of Children (see Board policy 8462 Missing, Abused and Neglected Children);
- F. The Principal or designee shall transfer the records of the withdrawn student to the new district of enrollment within two weeks of the notification that the student has been enrolled (see Board Policies 2415.06 Transfers and 8330 Student Records);
- G. The Principal or designee shall notify the district of last attendance when a student has enrolled and request the student's records.
- H. The report to the police department of a child who may be missing from the educational system may include the child's name, age, gender, last known home address, and physical description and the parent's name and work place, if known;
- I. The Principal or designee shall record in the child's permanent record the date on which a child was reported and the information released to the police department;
- J. The Principal, Principal and teaching staff members having knowledge of the child shall cooperate fully with the police in their efforts to locate him or her. In the event a child believed to be missing is located, the Principal or designee shall notify the police immediately.

Adopted: August 25, 2014  
Review/Update: December 2015