

REGULATION

BAYONNE SCHOOL DISTRICT

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MISSING CHILDREN

R 8464 MISSING CHILDREN

The following procedures implement Policy No. 8464 directing 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.

A. Notification of pupil absences and transfers

1. Parents or legal guardians are requested to notify the school office whenever a child will be absent from a school session, prior to the deadlines established by Regulation No. 5200, ¶B1 and ¶B2.

2. A parent or legal guardian who anticipates a child's future absence or anticipates that an absence will be prolonged is requested to notify the school in accordance with Regulation No. 5200, ¶B3.

3. A parent or legal 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, in accordance with Regulation No. 5130, ¶B2.

4. The district to which a pupil transfers shall be sent a double postcard with instructions to return the second part indicating if and when the transfer pupil has enrolled in the receiving district.

B. Identification of potentially missing children

1. Teachers shall record and report attendance in accordance with Regulation No. 5200, ¶H.

2. 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



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primary caretaker, however recent the removal, shall promptly report that belief to the principal.

C. Children possibly lost or abducted

1. Each school office shall daily compile a list of absent pupils and compare that list to the pupils for whom parental notification of absence has been received.

2. The Attendance Officer shall attempt to reach by telephone the parent or legal 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 or legal guardian's place of work as indicated on the emergency notification form submitted by the parent or legal guardian.

3. If a parent or legal guardian cannot be reached by telephone, the Attendance Officer shall promptly take reasonable, appropriate steps to locate the absent pupil, including but not limited to,

a. Interviewing other pupils, staff members, and neighbors of the pupil, and

b. Visiting the pupil's home.

4. In the event the Attendance Officer cannot reach the parent or legal guardian and cannot locate the pupil, he or she shall promptly inform the principal that the pupil may be missing.

5. 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 Bayonne Municipal Police.

D. Children missing by parental neglect



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1. The Attendance Officer shall attempt to determine the reason for the absence of any pupil absent two consecutive days or more.

2. The principal/vice principal shall report a pupil who has been unaccountably absent two consecutive school days to the Bayonne Municipal Police.

3. When a child has been formally withdrawn from the school district but an official request for the child's records has not been received, the school will conduct a follow-up check to determine the status of the child.

E. Report to law enforcement officials

1. It is important that law enforcement officials be notified once it has been determined that a child is missing. In contacting the law enforcement agency, the categories of missing children should be kept in mind. There are generally four categories of missing children.

a. Non-family abduction is the unlawful taking of a child by someone who is not a parent, relative, or legal guardian.

b. Family abduction is the unlawful taking of a child by a parent, usually the noncustodial parent, or other members of a family.

c. Runaway child is one who has voluntarily abandoned parent(s) or other legal guardian(s).

d. Throw-away child is one who is either abandoned or forced out of his or her home by parents or other legal guardians.

2. In reporting the missing child to the law enforcement agency, the school district with cooperation of the parents and the law enforcement officials will supply the

a. Child's name, age, gender, and physical description;



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b. Child and parent's last known home address; and

c. Parent's name and work place, if known.

3. The Superintendent 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 law enforcement agency.

4. The principal and teaching staff members having knowledge of the child shall cooperate fully with the police in their efforts to locate the child.

5. In the event the school district gains information concerning the location of the missing child, the Superintendent shall notify the law enforcement agency immediately.

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