

## CLARK COUNTY SCHOOL DISTRICT REGULATION

5113.5

### MISSING AND ABDUCTED CHILDREN

- I. Division heads are directed to ensure that each school within their jurisdiction develops a plan for school use in the event of missing or abducted children.
  - A. The regional superintendent will direct the principal to form a committee that is representative of the school community including parents, teachers, and administration to formulate a school plan. If the school has a safety committee in place, that committee could develop this plan if parents, teachers, and administration are represented on the committee. In addition to input from committee members, the principal should encourage input from other parents by inviting them to submit suggestions to the committee. This committee would conduct a yearly review of the school's plan.
  - B. Each division head within his/her jurisdiction must approve the school's plan and a record of the plan must be on file with the district office.
  - C. Plans are to be accessible to the public in each school location, either by posting in clear view, or by inclusion in a clearly marked parent-oriented handbook which would be in clear view on the counter of the school office.
- II. In establishing the plans, the following minimum requirements must be included:

When it has been concluded that a child is missing, sighted leaving campus or abducted, emergency notification should take place in the following order:

- a) Parent
- b) All Appropriate Police Departments
- c) Assistant Regional Superintendent
- d) Community Relations Administrators

If any of the above cannot be notified in the order specified, the next appropriate person or agency should be notified while a continual effort is made to contact those missed.

Review Responsibility: Instructional Division  
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