

ADMINISTRATIVE PROCEDURE

EMERGENCY PROCEDURES-UNDER
CONDITIONS OF Unauthorized
Departure of Student from School or Facility,
Child Stealing/Kidnapping/Abduction

6116
Procedure No.

July 1, 2013
Date

- I. **PURPOSE:** To provide school administrators with procedures for dealing with situations in which a student leaves the school without permission during normal school hours or during an authorized school activity. Additionally, to provide procedures for dealing with the unauthorized taking of a child.
- II. **BACKGROUND:** In all situations dealing with an unauthorized departure of a child, school officials act “in loco parentis” (in place of parents). The child’s age, emotional and physical condition, and circumstances surrounding the departure are essential in determining the seriousness of the incident. If there is any possibility of an unlawful taking of a child, police should be contacted immediately. All pertinent information should be provided to the police.
- III. **INFORMATION:** Police procedures define and make distinction among categories of children termed missing. These categories include but are not limited to: runaway, missing child, child abduction, and critical missing person. The classification and initiation of police procedures are the responsibility of the responding officer. Classification is dependent upon the child’s age, mental and physical condition, and specific circumstances related to the child’s departure or disappearance.
- IV. **DEFINITION:** Child stealing is defined as the taking or carrying away of a child from a school ground or facility by any person lacking authority to do so.
- V. **PROCEDURES:**
 - A. **Unauthorized Departure of a Student:** A student leaving the building or facility without permission prior to dismissal.
 1. Confirm that the child **has left the building.**
 2. Ascertain circumstances relating to the unauthorized departure.
 3. Call 911 – Stay on the line. Provide the child’s name and description.
 4. Call Security Services, 301-499-7000.
 5. Notify the parent/guardian.
 6. Have available for the police a description of the child, family card information, clothing worn, and direction of travel.
 - (a) Have person(s) who last saw the child available.
 - (b) Have circumstances of departure or other pertinent information available.

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B. **Child Stealing/Abduction/Kidnapping:** Abduction/kidnapping refers to the taking of a person for the purpose of extracting or holding the person for other unlawful purposes. Frequently, cases of this nature involve custody or domestic situations.

1. Confirm child **has been taken** from the school grounds or facility.
2. Call 911 – Stay on the line.
3. Call Security Services, 301-499-7000.
4. Notify parent/guardian.
5. Await police. Upon their arrival, provide any pertinent information available including custody or domestic issues and any conversation between the individual taking the child and staff, or with the child. Provide possible destination, if known.

VI. **RELATED PROCEDURES:** None.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Department of Security Services and will be updated as necessary.

VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6116, date October 15, 2000.

IX. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10