

ZENITH ACADEMY / EAST/ WEST

POLICY ON MISSING CHILDREN

Statement of Purpose

It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that Zenith provides a safe and pleasant experience for all children attending the school. This policy is to be implemented when children are lost, stranded or otherwise need assistance because they are alone.

Child Left Unattended During School Hours

If it is determined that a child is lost or left unattended, a staff member should try to identify the problem:

1. Children left unattended are often frightened and crying and should be reassured by the staff. A staff member should stay with the child until the regular teacher and or teaching aid can attend to the child.
2. Under no circumstances will a staff member take the child out of the building.

Child Left Unattended at Closing

1. Check through the building and page the child's parent/caregiver. Repeat the page as needed.
2. If the parent/caregiver is not in the building, two staff members should stay with the child until someone can be located. Normal efforts to locate parents, relatives, neighbors/family friends, etc. should be made, using information from the child. The computer database, phone book and city directory may be used if necessary.
3. If, after making an attempt, the parent or another responsible adult has not been located, call the police (911). Explain to the child that no-one is in trouble but that we want to make sure the child gets home safely.
4. Under no circumstances will a staff member take the child out of the building.

Child Reported Lost or Missing

If a parent/caregiver reports a child missing, staff will follow this procedure:

1. Obtain name, age and description of the child.
2. Page staff to request their assistance in locating the child, or page the child, depending on his/her age. Provide a name and/or description of the child.
3. Check all areas thoroughly, including bathrooms, offices and the elevator.
4. Check outside the Library.
5. Call the police (9-911) if unable to locate the child.
6. If the child is found and the staff was paged, make an announcement that the child has been found.

Timelines and actions may vary with the maturity of the child, the time of year, the weather and staff availability. The goal is to be helpful and to keep Zenith, a safe place.

Zenith has an ongoing "child find" system, which is designed to locate, identify and evaluate any child who is suspected of having a disability and may be in need of special education or 504 services. The following are types of disabilities determined by the Federal government that may be eligible for special education or 504 services:

- Autism
- Cognitive Disability
- Deaf/Blindness
- Emotional Disturbance
- Hearing Impairment
- Orthopedic Impairment
- Other Health Impairment
- Preschool Child with a Disability
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

Parents, relatives, public and private agency employees, and concerned citizens are urged to help Zenith find any child who may have a disability and needs special education or 504 services. Zenith needs to know the name and age of the child; name, address, and phone number of the parent/guardian; the possible disability; and any other information to assist in determining the presence of a disability.

Zenith will respond to any information received within 30 days and provide to the parent/guardian a formal record (Prior Written Notice) of what action the district proposes to take or the reasons why no action is taken.

Parents may obtain additional information regarding special education services and programs provided by Zenith and information on their parental rights "procedural safeguards" by contacting the school principal.

Adopted: 8/20/2024
Revised: 1/6/2025