

Procedure

RECORD ALERT FOR MISSING CHILDREN

Legislation requires that when the Police Department receives a report of a missing child, the following procedures should be implemented:

1. When the Police Department determines that a child is missing, they will notify the Office of the Deputy Superintendent of the Worcester Public Schools.
2. The Office of the Deputy Superintendent will immediately notify the school where the child is registered.
3. On the cumulative record of the missing student, the school will indicate with a Flag to the left of the student's name.
4. Any inquiry concerning a child whose record has been indicated with a Flag, will prompt school personnel to immediately notify the Office of the Deputy Superintendent.
5. The Office of the Deputy Superintendent will notify the Police Department.
6. When a missing child has been found, the school will be notified and the Flag will be removed from the cumulative record.