

## **Procedures If a Student Runs**

Occasionally, we may have at the school a student who leaves the building in one of the scenarios: not having checked out, upset, defiant, etc. The following procedures need to be followed:

1. An administrator is notified and will go after the student
2. Administrator will have a walkie in order to stay in touch with the office as to location of him/her self and the student
3. If it is a special education student, the Special Education teacher will be notified and accompany the administrator
4. One office staff member will always remain in the office to coordinate location of the student, if support is needed and to contact the parent if necessary. It is also critical to have one member of the office staff stay in the office to take care of the school of people coming through the doors, respond to phones and distribution of any medication to any other student.
5. If the administrator will make the determination if the school needs the help of police and radio to the office to please contact them.