

Home Instruction Protocol for Missing Person/Runaway

FOR TEACHERS INSTRUCTING IN THE HOME:

- If student leaves the home during instruction without permission, inform parent/guardian/chaperone immediately. Do not leave the home until you have contacted the HI Guidance office (718) 794-7200 press option 1, then option 2. DO NOT leave a voice message – you must speak with someone in the Guidance office
- If parent/guardian informs you that student is missing and whereabouts are unknown you MUST contact HI Guidance office immediately with the chaperone present. DO NOT leave a message – you must speak with someone in the Guidance office

FOR TEACHERS INSTRUCTING OUTSIDE THE HOME:

- If student leaves the lesson without permission, call 911 immediately
- Once police arrive, get pertinent information: officer's name, badge number, and precinct number
- Then call the parent/guardian/emergency contact and HI Guidance office. DO NOT leave a voice message – you must speak with someone in the Guidance office
- If student does not show up for instruction, contact parent/guardian/emergency contact immediately. If they know why student is not available then this is an absence.
- If student's whereabouts are unknown:
 - Ask parent for the date and time they last saw the student, what the student was wearing, did they file a missing person's report with police. If yes, get precinct number, officer's name and badge number.
 - Contact HI Guidance office right away. DO NOT leave a message – you must speak with someone in the Guidance office