

Home Instruction Protocol for Missing Person/Runaway

FOR TEACHERS INSTRUCTING IN THE HOME:

- If child leaves the home during instruction without permission, inform parent/guardian/chaperone immediately and contact 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 child is missing and whereabouts are unknown you MUST contact HI Guidance office immediately. DO NOT leave a message – you must speak with someone in the Guidance office

FOR TEACHERS INSTRUCTING OUTSIDE THE HOME:

- If child leaves the lesson without permission, call 911 immediately
- Once police arrive, get pertinent information: officer 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 child does not show up for instruction, contact parent/guardian/emergency contact. If they know why child is not available then this is an absence. If child's whereabouts are unknown, contact HI Guidance office right away. DO NOT leave a message – you must speak with someone in the Guidance office