

Missing Person / Kidnapping / Runaway Student

Staff

1. **Notify office personnel immediately.**
2. At the direction of administration, search facility and grounds for students.
3. Relay any messages regarding information that could help the investigation.

On - Site Administrator

1. Use the phone system to ask student to report to the Principal's Office immediately.
2. Notify Williamson County Sherriff's Office.
3. Check student records. **Is there a custody issue?**
4. Notify custodial parent / legal guardian or emergency contacts, if necessary.
5. Campus Administration will report the situation to others as necessary.