

# **KIDNAPPING, CHILDNAPPING OR MISSING STUDENT**

## **A. RELEASE OF STUDENTS**

Childnapping is most often a problem at the elementary level. It is most likely attempted when a family is experiencing divorce or separation. Typically, a non-custodial parent is denied access to the child by the court, or the custodial parent refuses to comply with a court order to allow access to the child.

**ANY NONCUSTODIAL PARENT WHO TAKES A CHILD FROM THE CAMPUS WITHOUT THE PERMISSION OF THE COURT-ORDERED PARENT OR GUARDIAN MAY BE GUILTY OF A FELONY.**

REFER TO OCS POLICIES  
605 & 630

## **B. PROCEDURES TO FOLLOW WHEN RELEASING STUDENTS TO PARENTS OR GUARDIANS DURING THE SCHOOL DAY:**

- All adults entering a school campus must sign in at the office.
- It is recommended that visitor passes be worn by all visiting adults.
- The name of the parent or guardian must be indicated on the student's EMERGENCY CARD.
  - PARENTS ARE RESPONSIBLE FOR PROVIDING CURRENT COURT ORDERS.
  - COURT ORDERS SHOULD BE KEPT ON FILE BY THE SCHOOL.
- The parent or guardian must sign out the student through the front office. Sign-out logs must be carefully maintained.

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## **C. IF A CHILD IS KIDNAPPED, CHILDNAPPED, OR MISSING FROM SCHOOL:**

- CALL 911.
- CONTACT THE CUSTODIAL PARENT.
- OBTAIN WITNESS STATEMENTS.
- ASSIST POLICE IN THEIR INVESTIGATIONS.

**NOTIFY THE  
PASTOR(S).**

**NOTIFY THE OFFICE  
OF CATHOLIC  
SCHOOLS.**