

## Purpose

Laredo Independent School District is committed to keeping our students safe on campus, as well as off campus. In the event that a student may become "lost", that is a student does not arrive at home after school, administrators must ensure that the procedures set forth within this brochure are followed.

## Emergency Numbers

- |                                   |          |
|-----------------------------------|----------|
| 1. Emergency                      | 911      |
| 2. LISD Police Emergency Line     | 795-3493 |
| 3. LISD Police on Call            | 225-5454 |
| 4. LISD Police Chief, R.B. Palomo | 225-5486 |
| 5. LISD AOC/Emergency Line        | 324-7911 |



## Members of the Campus "Emergency Response Team"

- ◆ Campus Administrator
- ◆ Campus Safety Officer
- ◆ Designated Campus Personnel - Inside/Outside Perimeter
- ◆ Counselor
- ◆ Nurse
- ◆ Designated Office Personnel
- ◆ Neighborhood Watch Parents/Community Members

## Members of the District "Emergency Response Team"

Safety/Crisis Management Officer  
Victor Mora  
744-0244

Director of Secondary Education  
Oscar Perez  
635-0615

Director of Elementary Education  
Myrtala Ramirez  
286-6977



# "LOST" Student Prevention and Campus Procedures

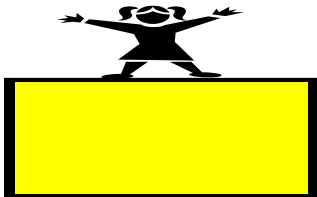


## 2014-2015



## “Lost” Student Prevention

- 1. Train staff on prevention and campus procedures for students.
- 2. Upon registration, first day of school, and/or throughout the school year, obtain a current photograph of all students.
- 3. Keep current information on all students, such as address, telephone numbers, etc...
- 4. Refer students with family situations to counselor for intervention.
- 5. Operate camera monitors at all times to assist in the detection of “lost” students.
- 6. Communicate “lost” student campus initiatives and procedures to parents during PTO meetings, Meet the Teacher nights, newsletters, etc...
- 7. Inform identified parents that live in the immediate surrounding vicinity of the possibility of “lost” students and request their assistance by reporting any suspicious activity to campus administrators immediately.



## Campus Procedures

**Upon receiving notification from a parent that a child does not make it home after school:**

1. Activate “LOST” Student Action Plan by contacting campus administrator.
2. Campus administrator will contact our district police and provide a picture of the student and any other pertinent information. **(If after 5 p.m., contact District Police Officer On Call.)** Our district police will immediately contact City of Laredo Police Department Dispatch who in turn, will enter information into the **National Crime Information Center (NCIC)**.
3. Campus administrator will contact AOC (Administrator On Call). AOC will report to campus for support.
4. Campus administrator will activate the Campus “Emergency Response Team” (CERT) to proceed in locating the “lost” student by foot and motor vehicle. (Team **MUST** have cell phone access with them at ALL times!)
5. Laredo ISD Police and District Safety Officer shall arrive to assist in the search of the student within nearby parks, major streets, friends’ homes, local hangouts, convenience stores, extended family, such as grandmother, aunt/uncle, campus facilities, such as classrooms, gyms, bathrooms, etc... In addition, the P.A. system will be utilized to make an “all call” for the student.
6. Laredo ISD Police will make a home visit.
7. Campus administrator will contact parent to call family members to determine if student might be with a relative.
8. Campus administrator will call student’s cell phone from school number, girlfriend/boyfriend cell phone, etc...

**If nightfall approaches and student has not arrived at home,**

1. Ensure someone remains at residence in case student shows up.
2. Ensure someone remains at school in case student shows up.

**After the “LOST” student has been located,**

1. Immediately notify parent and Laredo ISD Police.
2. Refer to nurse for medical evaluation.
3. Initiate student referral for counseling.
4. Schedule parent/teacher conference with counselor and campus administrator.
5. Complete and submit a District Incident Report within 24 hours.
6. The CERT will review the effectiveness of procedures used to locate the “lost” student.

