

## Purpose

Laredo Independent School District is taking the necessary steps to prevent the unauthorized departure of students at all elementary campuses. Administrators must ensure that the procedures set forth within this brochure are followed if a student leaves the school premises.

**Note:** All Exit Alarms must be activated as soon as the school day begins. All teachers in area must be trained and vigilant to respond if alarm sounds. The alarm must be active throughout the school day.

## Emergency Numbers:

1. **LISD Police Emergency Line**  
795-3493
2. **LISD Police Officer On Call**  
225-5454
3. **LISD Police Chief, Richard B. Palomo**  
225-5486
4. **AOC/Emergency Line**  
324-7911

## Members of the Campus "Runner Alert 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 "Runner Alert Team"

**Safety/Crisis Management Officer**  
Victor Mora  
744-0244

**Director of Elementary Education**  
Myrtala Ramirez  
286-6977

**Early Childhood Dean**  
Brenda Sepulveda  
645-6755

## Unauthorized Student Departures



## Runner Prevention and Campus Procedures

2014-2015



## Runner Prevention

1. Train staff on prevention and campus procedures for runners.
2. Ask parents upon registration, first day of school, and/or through out the school year if their child could be identified as a runner.
3. Identify high risk runners and distribute names to ALL campus personnel including substitute teachers.
4. Refer high risk runners to counselor for intervention.
5. Provide "away-from-door seating" in all areas of the school for identified runners on the list (cafeteria, library, gym, etc...).
6. Assign a "buddy" mentor to all students, especially identified runner, to limit student's independent movement on campus.
7. Identify all potential high-risk exit points of campus where the runner could possibly use as an outlet.
8. Ensure that all gates surrounding the perimeter of the school are closed at all times.
9. Operate camera monitors at all times to assist in the prevention of runners.
10. Communicate unauthorized student departure campus initiatives and procedures to parents during PTO meetings, Meet the Teacher nights, newsletters, etc...
11. Inform identified parents that live in the immediate surrounding vicinity of the possibility of runners and request their assistance by reporting any suspicious activity to campus administrators.
12. Ensure that exit alarms are being utilized and in good working order.

The KEY to PREVENTION is TEAM vigilance at ALL times!

## Campus Procedures

### Upon recognition that a child has left the campus without proper authorization:

1. Activate **Unauthorized Student Departure Action Plan** by contacting campus administrator, while attempting to never lose sight of the runner until the designated "Runner Alert Team" arrives.
2. Ensure that a team member carries a cell phone to keep open lines of communication with the campus at all times.
3. Campus administrator will utilize the PA system by stating "**Grade Level, RUNNER ALERT!**" (x2)
4. Campus administrator will initiate call to Laredo ISD Police and AOC (Administrator On Call).
5. Activate the "Runner Alert Team". (Team must consist of 3–5 trained staff members.)
6. "Runner Alert Team" will proceed in locating the runner by foot and motor vehicle. ("Runner Alert Team" MUST have cell phone access with them at ALL times!)
7. Laredo ISD Police and District Safety Officer shall arrive to assist in the search of the runner until found.
8. Campus administrator will contact parent to advise of the situation.

### After the runner has been located:

1. Refer to the nurse for medical evaluation.
2. Initiate student referral for counseling.
3. Schedule parent/teacher conference with counselor and campus administrator.
4. Complete and submit a **District Incident Report** form within 24 hours.
5. Debrief with the "District Runner Alert Team."

