



Lost/Missing Student Procedure

Dr. Richard Inge is the designated contact person for lost/missing students at Deltona Middle. Once notified of a lost/missing student, administration will:

- Verify that the student was in school and determine if an early release was made, if so and for what reason.
- If it appears that the student was not subject to an early release, the administrator will determine the student's bus assignment. He will make contact with Student Transportation Services to determine if the student exited at his/her assigned stop.
- The school will also notify the Area Superintendent and the Communication and Monitoring Center (CMC), 386.943.7626 or 20051, of the situation and will take further action as directed and/or warranted.
- CMC will contact Law enforcement if deemed necessary. If the parent/guardian has not been notified, he/she will be notified by the school.

Under most circumstances, the parent/guardian will be the individual who is reporting a missing student.

The district's CMC will be the central point of contact for after-hour emergencies involving missing students. CMC will ensure that the appropriate notifications to school/transportation personnel and/or other community agencies are made.