

Protocol for Students Unmet at the End of the School Day

School districts, Child Welfare, and the Portland Police Bureau developed the following protocol to address the issue of children who are unmet at the end of the school day or following extended day programming.

Partners agreed that the number of children who are unmet is very small, and in most cases arises from miscommunication or forgetfulness. In very few cases there may be an issue regarding a transportation arrangement for a student in Foster Care or a parent may have been taken into custody during the school day. Because the security of students is of primary importance a common approach will inform schools, after school providers, police, parents, and Child Welfare in their response to unmet children.

1. If a student is **unmet at the end of the school day**:

DO NOT allow student to leave the premises – DO NOT drive student home.

1. School calls AND TEXTS parent/guardian
 - a) School calls AND TEXTS emergency phone numbers; if no answer:
 - i. School notifies Police
2. Police exhaust school efforts and use SmartPhone access for addresses; if no contact is made:
 - a) Police notify CPS: CPS will check for custody, help with emergency contacts

2. If a student participating in an **extended day program** and is unmet at the end of programming:

DO NOT allow student to leave the premises – DO NOT drive student home.

1. Notify the school Principal
2. Principal will initiate the Unmet Child Protocol

3. If a student is in **foster care** and is unmet at the end of the school day or extended day programming:

DO NOT allow student to leave the premises – DO NOT drive student home.

1. If student is in an extended day program, contact the Principal.
2. School call AND TEXT foster parent; if there is no answer:
 - a. Call Child Welfare
3. If student has a transportation plan: return the student to the school, school call Child Welfare

4. If parents are taken into custody during the school day; Police should contact the school. After the contact follow this policy for unmet children.