



CASTLE High School

Missing Children

Prevention and Reporting
Informational Materials

Dear Castle High School Families,

Castle High School is committed to ensuring the safety and security of your children. It is important to raise awareness of the possible risks your children face daily and how to prevent a potential crisis situation. Below, we have provided several of the most up to date and useful resources to assist in the prevention and reporting of missing children.

How to Prevent Child Abduction, Kidnapping and Missing Children

1. Monitor your child's use of electronics, cellphones, gaming, computers
2. Monitor your child's online activity including social media accounts, who they are 'friending', 'following', and 'chatting'
3. Track your child's location on their cell phone
4. Enable safety devices or parental controls
5. Enhance privacy settings on social media sites, limiting access by preventing "public" viewing
6. Communicate with your child and keep the line of communication open regarding the safety and security of their personal information
7. Save your child's fingerprints and current photo for easy access, update this yearly. Obtain your free kit at: <https://www.childsafekit.com>

What to do if your child is missing?

If you believe your child is missing, do not wait to report you must act immediately.

1. Immediately call your local law enforcement agency.
2. Call the National Center for Missing and Exploited Children at 1-800-the-lost (1-800-843-5678)

If your child is missing from home, search through:

- Closets
- Piles of laundry
- Inside large appliances
- Inside of vehicles including trunks
- Anywhere your child may crawl or hide

www.castlehsedu.org

Main Campus

3950 Prospect Ave.
Cleveland, OH 44115
ph: 216-583-5210 | fax: 216-706-2558

Parma Campus

12000 Snow Road, Suite 4 & 5
Cleveland, OH 44115
ph: 440-888-0798 | fax: 440-842-4222

East Campus

5130 Warrensville Center Rd
Maple Heights, OH 44137
ph: 216-587-5282 | fax: 216-587-5292



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If your child is missing from a store:

- Notify the store manager or security officer, many stores have a Code Adam plan of action in place
- Immediately call local law enforcement and provide them with the following:
 - Child's name
 - Date of Birth
 - Height
 - Weight
 - Description of any other unique identifiers, such as eyeglasses, braces visible birth marks
 - Clothes the child was wearing
 - Tell them when you noticed your child was missing
 - Request your child's name and identifying information into the FBI's National Crime Information Center for Missing Persons File.

Quick Links and Resources

Missing Persons Checklist/Reporting a Missing Person

<https://www.ohioattorneygeneral.gov/Law-Enforcement/Local-Law-Enforcement/Ohio-Missing-Persons/Missing-Person-Resources/Missing-persons-Checklist>

Submit a Law Enforcement Tip

<https://www.ohioattorneygeneral.gov/Individuals-and-Families/Victims/Submit-a-Tip/Missing-Persons-Leads.aspx>

National Center for Missing and Exploited Children

<http://www.missingkids.com/home>

Ohio Alerts Guidebook

<https://servicesq.dps.ohio.gov/AmberAlert/Downloads/Ohio%20Alerts%20Guidebook%20-%20Revised%201-31-17.pdf>

Child Fingerprint Kit – FREE

<https://www.childsafekit.com>

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