

STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possibly missing children and to notify the proper adults or agencies

A student, at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him which were maintained by the school which he most recently attended. If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that District does not send the records within 14 days, the principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his parent(s) or guardian(s). The District staff will provide as much assistance as is reasonable to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his designee is also required to notify a student's parent, custodial parent, guardian, legal custodian, or other person responsible for him when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice, which will be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses, and any emergency telephone numbers.

The Board shall designate the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

[Adoption date: August 6, 1991]

LEGAL REFS.: ORC 2901.30
3301.25
3705.05
3313.205; 3313.672; 3313.96
3319.321; 3319.322
3321.12

CROSS REFS.: JEC, Student Admissions
JHF, Student Safety