

STUDENT ATTENDANCE ACCOUNTING/MISSING CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. The Superintendent is instructed to establish administrative guidelines to provide for admittance of a student lacking records into the school followed by notification of the police rather than refusing entrance and notification of authorities. Such a procedure may reduce the risk of removal of the student from the area.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can 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. A telephone call from a parent will constitute sufficient notification.

Within 120 minutes after the beginning of each school day, the attendance officer, attendance officer's assistant for each individual school building, or other person the attendance officer designates to take attendance for each school building shall make at least one attempt to contact the parent, guardian, or other person having care of any student who was absent without legitimate excuse from the school the student is required to attend as of the beginning of that school day.

An attempt to contact a student's parent, guardian, or other person having care of the student shall be made through one of the following methods:

1. A telephone call placed in person;
2. An automated telephone call via a system that includes verification that each call was actually placed, and either the call was answered by its intended recipient or a voice mail message was left by the automated system relaying the required information;
3. A notification sent through the school's automated student information system;
4. A text-based communication sent to the parent's, guardian's, or other person's electronic wireless communications device;
5. A notification sent to the electronic mail address of the parent, guardian, or other person;

6. A visit, in person, to the student's residence of record;
7. Any other notification procedure established by the Superintendent.

If the parent, guardian, or other person having care of a student initiates a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, no attempt to contact such person need be made.

Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The Superintendent may request any person authorized to take student photographs to provide a wallet-sized photograph of each student for inclusion in his/her file and may develop a voluntary student fingerprinting program in conjunction with local law enforcement agencies.

The Board shall designate the Superintendent or his/her designee to develop informational programs for students, parents, and community members relative to missing children issues and matters.

Voluntary Fingerprinting

Fingerprinting programs shall be encouraged to help with the identification of missing children.

- A. No student will be required to participate.
- B. Written parental consent will be required prior to fingerprinting any student.
- C. Fingerprinting will be done by law enforcement agencies.
- D. All fingerprinting cards are to be given to the parents and not retained by the school, district, the law enforcement agency, or any other person other than the parents.
- E. The name, gender, hair and eye color, height, weight, and date and place of birth of the student shall be indicated on the card.
- F. The program will be offered on a periodic basis and parents and residents will be notified periodically about the program and its purpose.

- G. Fingerprinting of students will be for the sole purpose of aiding in the identification and location of missing children.

LEGAL REFS: O.R.C. §§3313.205; 3313.672; 3321.141

Adopted: May 20, 2020