

**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 primary responsibility for supervision of a student rests with the parent(s) or guardian(s). Parents or guardians of absent children shall call the school each day to report the absence within the first two (2) hours of the beginning of the school day that the student is absent.

If a call is not received from the parent or guardian by the time indicated above, the principal or the principal's designee shall attempt to call home before the end of the school day. If this call is unsuccessful, then not later than one (1) day following the absence, the principal or the principal's designee shall send, by mail, to the parent or guardian a written notification of the child's absence.

Parent(s), guardian(s), or other responsible person(s) shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency numbers.

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

Adopted: August 1, 2017