

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 by 10:00 a.m. of that day. If a student has knowledge that he/she will be absent prior to that day, a note stating the reason for the absence and the dates of the absence signed by his/her parent/guardian should be presented to the building principal or his/her designee. Said note shall become a part of the student's official attendance record and shall be maintained regardless of format or condition.

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.

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.

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, 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
Ohio Department of Education EMIS Manual, Section 2.1.1: Student
Enrollment Overview, Version 4.0 (2017)

Adopted: May 18, 2020