

MISSING CHILDREN POLICY

Article I Purpose

The Missing Children Policy of the School, an Ohio non-profit corporation and tax- exempt organization, has been established to help decrease the number of missing children. In accordance with Ohio Revised Code, The School will make every effort to identify possible missing children and notify the proper agencies.

Article II Required Documentation for New Students

A student, at the time of their initial entry to the School, in addition to any other required admission materials, shall present to the person in charge of admission:

1. If applicable, a copy of any records given to them by the most recent elementary or secondary school they attended.
2. If applicable, a certified copy of an order or decree, or modification of such an order or decree, allocating parental rights and responsibilities for the care of a child and designating a residential parent and legal custodian of the child.
3. A certified certificate of birth. In lieu of a birth certificate, any of the following shall be accepted:
 - a. A passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the time and place of birth of the child;
 - b. an attested transcript of the certificate of birth;
 - c. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
 - d. an attested transcript of a hospital record showing the date and place of birth of the child; or
 - e. a birth affidavit.

Article III Reporting Requirements

Within 24 hours of the student's entry into the School, if the student does not present copies of the required document(s) listed in Article II above, the principal shall contact the school

from which the student transferred and request the information. If the prior school has no record on file of the student or if that school 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.

Article IV Parent/Guardian Responsibilities

The primary responsibility for supervision of a student rests with their parent(s) or guardian(s). The School staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s) or 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 their designee shall attempt to notify a student's parent(s), guardian(s), or other person responsible for him/her when the student is absent from school without parent/guardian notification. Parent(s), guardian(s), or other responsible persons shall provide The School with their current home, work, and/or cellular telephone numbers and home address, as well as emergency contact names and telephone numbers.

Article V The School Responsibilities

The board of directors of the School shall develop informational programs for students, parents, and community members relative to missing children issues and matters.

The board of directors may develop a fingerprinting program for students and minors within the proximity of The School. If developed, the program shall be developed in conjunction with law enforcement agencies having jurisdiction within the area that The School is located. Such law enforcement agencies shall cooperate fully with the board of directors. If developed, the fingerprinting program shall be for the sole purpose of providing a means by which a missing child might be located or identified.

Missing Children Policy Acknowledgement

This is to acknowledge receipt of The School’s policy concerning missing children. I have carefully read and understand the policy and procedures contained in the policy concerning missing children and acknowledge that it applies to me both in my present capacity and in any future position I may hold with the school and/or board of directors. I will comply with all said policies and procedures as set forth in the policy concerning missing children. I understand that I should immediately report any violation of this policy.

I understand this will be filed in my official personnel folder and/or board member folder.

Signature:

Date:

Printed Name:
