

### **STUDENT ATTENDANCE ACCOUNTING/MISSING CHILDREN**

The Governing Board 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 120 minutes after the beginning of each school day, the attendance officer, attendance officer's assistant for the school, or other person the attendance officer designates to take attendance for the school 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 Head Administrator or his/her designee.

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.

The principal or the principal's designee shall send, by mail, to the parent or guardian a written notification of the child's absence for every two (2) days of 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: R.C. 3313.205; 3313.672; 3321.141

Adopted: September 13, 2023