



MISSING CHILDREN

The Academy for Urban Scholars High School will make a concerted effort to assist in identifying missing children using the following guidelines.

A. **Missing Student's Records Marked So Law Enforcement Can Be Notified If The Records Are Requested**

Whenever the District is notified by a law enforcement agency that a missing child report has been filed regarding a student who is currently, or was previously, enrolled in the District, the staff member in charge of admission at the school shall mark that student's records in such a manner that whenever a copy of or information regarding the records is requested, any school official responding to the request is alerted to the fact that the records are those of a missing child.

Upon any request for a copy of or information regarding a student's records that have been so marked, the staff member in charge of admission immediately shall report the request to the law enforcement agency that notified the school that the student is a missing child.

When forwarding a copy of or information from the student's records in response to a request, the staff member in charge of admission shall do so in such a way that the receiving district or school is unable to discern that the student's records are marked as identifying the student as a missing child.

The District shall retain the mark in the student's records until notified that the student is no longer a missing child. Upon notification by a law enforcement agency that a student is no longer a missing child, the staff member in charge of admission shall remove the mark from the student's records in such a way that if the records are forwarded in the future to another district or school, the receiving district or school will be unable to discern that the records were ever marked.

B. **Student Absence:**

A parent must notify the school at the start of the day a student is to be absent unless previous notification has been given in accordance with school procedure for reporting absences. (R.C. 3313.205) If such notification is not received, the principal should notify by telephone or in writing the student's parents, guardian, or legal custodian of a child's absence. The parent is responsible for providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information.

C. **Voluntary Fingerprinting:**

Fingerprinting programs, conducted by law enforcement agencies, shall be encouraged to help with the identification of missing children.



1. No student will be required to participate.
2. Written parental consent will be required prior to fingerprinting any student.
3. Fingerprinting will be done by law enforcement agencies.
4. 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.
5. Fingerprinting of students will be for the sole purpose of aiding in the identification and location of missing children.

D. Missing Child Investigations:

School personnel are required by law to provide law enforcement officials access to a student's record when conducting a missing child investigation, providing they have the permission of the parents.

E. Pictures For Identification:

District personnel, authorized to enter into contracts for the taking of student pictures, will request the photographer to provide, free of cost to the school, a photograph of each student for identification purposes.

F. Enrollment Of New Students:

A student seeking entry into a District school must comply with admission requirements.

Upon entry, the principal should send a request, in writing, to the sending school as soon as possible. If the records are not received within two (2) weeks, the principal shall call the school. If the sending school indicates no history of the student attending that school, the principal shall contact Children's Services or the appropriate law enforcement agency and notify the Office of Health & Safety Services.

G. Training:

Staff will be required to complete training annually prior to the first day of school.