

## MISSING CHILDREN POLICY

At the time of his or her initial entry to the School, a pupil, or if the pupil is a minor, a parent or guardian, shall present to the person in charge of admission any records given by the public or nonpublic elementary or secondary school the pupil most recently attended; 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 the pupil and designating a residential parent and legal custodian of the pupil if that type of order or decree has been issued; and a certification of birth, a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation, or a document which is acceptable in lieu of a certificate or certification, such as:

- A passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
- An attested transcript of the certificate of birth;
- An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
- An attested transcript of a hospital record showing the date and place of birth of the child;  
or
- A birth affidavit.

Within twenty-four hours of the pupil's entry into the School, a School official shall request the pupil's official records from the public or nonpublic school the pupil claims to have most recently attended. If the school indicates that it has no record of the pupil's attendance or the records are not received within fourteen days of the date of request, or if the pupil does not present certification as outlined above, the School's Administrator or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child as defined by Section 2901.30 of the Revised Code.

If a pupil requesting admission to the School has been discharged or released from the custody of the Department of Youth Services under section 5139.51 of the Revised Code just prior to requesting admission to the School, the pupil shall not be admitted until after all required records have been received.

Whenever 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, including a temporary order, is issued resulting from an action of divorce, alimony, annulment, or dissolution of marriage, the residential parent of the child shall notify the School of those allocations and designations by providing a certified copy of the order or decree that made the allocation and designation. Whenever there is a modification of any 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 that has been submitted to a school, the residential parent shall provide a certified copy of the order or decree that makes the modification to the School's Administrator.

If, at the time of a pupil's initial entry to School, the pupil is under the care of a shelter for victims of domestic violence, the pupil or his parent shall notify the School of that fact. Upon being so informed, the School shall inform the elementary or secondary school from which it requests the pupil's records of that fact.

Whenever the School is notified by a law enforcement agency that a missing child report has been filed regarding a pupil who is currently or was previously enrolled in the school, the Administrator shall mark that pupil'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 pupil's records that have been so marked, the Administrator shall report the request to the law enforcement agency that notified the School that the pupil is a missing child. When forwarding a copy of or information from the pupil's records in response to a request, the Administrator shall do so in such a way that the receiving district or school would be unable to discern that the pupil's records are marked but shall retain the mark in the pupil's records until notified that the pupil is no longer a missing child. Upon notification by a law enforcement agency that a pupil is no longer a missing child, the Administrator shall remove the mark from the pupil's records in such a way that if the records were forwarded to another district or school, the receiving district or school would be unable to discern that the records were ever marked.

Informational programs relative to missing children are provided through the School's office.